

# THE AUSTRALIAN LIBRARY JOURNAL

## CONTENTS

	Page
BANANA BENDERS ALL (Editorial) .. .. .	41
DUPLICATION OF BOOKS—CAUSES AND REMEDIES, by <i>J. D. Van Pelt, LL.M.</i> .. .. .	42
PUBLIC LIBRARY RESEARCH SERVICES, by <i>Hedley C. Brideson, B.A.</i> ..	46
POSTSCRIPT ON CARD DUPLICATION .. .. .	49
THE PREPARATION AND EDITING OF TECHNICAL PAPERS, by <i>N. S. Noble, D.Sc.Agr., M.Sc., D.I.C.</i> .. .. .	51
LIBRARY DEVELOPMENT IN NEW SOUTH WALES, by <i>E. Seymour Shaw, M.B.E.</i> .. .. .	56
THE DISTRIBUTION OF THE LIBRARY BOOK FUND: EXPERIENCE AND PROPOSALS AT T.U., by <i>D. H. Borchardt, M.A., Dip. N.Z. Lib. Sch.</i> .. .. .	59
SPECIAL LIBRARIES .. .. .	63
<i>Versus</i> SPECIAL LIBRARIAN, by <i>J. F. H. Wright</i> .. .. .	63
<i>Versus</i> INFORMATION OFFICER, by <i>Joan Tighe</i> .. .. .	65
BRANCHES AND SECTIONS .. .. .	68
NOTES AND NEWS .. .. .	74
BOOK REVIEW SECTION .. .. .	78

Vol. 3, No. 2

Quarterly

April, 1954

THE LIBRARY ASSOCIATION OF AUSTRALIA

Registered at G.P.O., Brisbane, for transmission by post as a periodical.

---

# Latest Australian Publications

*Here are some of our newest Australian editions. All have been publicised and favourably reviewed in leading newspapers and magazines—naturally you'll be asked for them. They're selling fast, so order your copies now.*

## WHITE COOLIES

by *Betty Jeffrey*—the first published account of the experiences of an Australian Army Nurse taken captive by the Japanese. Written while in captivity, and under constant threat of discovery, it gives us a vivid picture of her life there . . . with its forced labour, privations and massacres, yet even so, full of the unquenchable spirit and humour of her yellow-prisoners. 17/6 (post 7d.).

## THE OUTSIDER

by *Richard Wright*—a vital, vivid portrait of contemporary American living. It traces the life of a negro, Cross Damon, in Chicago and New York, through his desperate encounters with some of the darkest forces in society. It's an exciting story, finely written. 17/6 (post 7d.).

## THE ART OF RUBERY BENNETT

A collection of the famous artist's Australian landscapes. This is a handsomely bound volume with five-colour jacket; contains 23 full colour reproductions on art paper and a foreword by William Dargie. Edition is limited to 1,000 copies, each signed by the artist. 24 4s. (post 11d.).

## ROYAL VISIT TO AUSTRALIA

A souvenir record of the Royal Visit to Australia. This is the only official commemorative volume to cover every aspect of the Australian tour. The descriptive text will be written by members of the Commonwealth News and Information Service and photographs will be selected from the best taken. A beautiful volume, it contains 104 pages printed on art paper, eight natural colour and 183 black-and-white photographs in a beautifully decorated binding and full colour jacket. To be published in May.

21/6 (post 1/1).

## THE REFUGE

by *Seaforth Mackenzie*—a psychological crime story of unusual depth and power. 18-year-old Irma Martin comes from Europe to Australia a hunted refugee from the Communist Party. She marries a leading Sydney crime reporter, who later confesses to her murder. *Sun-Herald* says: "... this author emerges as a mature artist, a writer whose work . . . will be welcomed in the most cultivated and critical circles abroad, as well as in Australia." 16/- (post 9d.).

## FRANCIS GREENWAY

by *M. H. Ellis*—"a compact and vivid biography of the vehement little convict architect who designed many of Sydney's first buildings." A splendid portrait of the man in his tragic and sometimes comic career, it has few rivals in Australian historical literature. 30/- (post 11d.).

## THE RENAISSANCE

by *Will Durant*—the fifth book in Dr. Durant's monumental "Story of Civilization." The great philosopher-historian gives a unified history of civilization from 1304-1576. "It is a stimulating blood-quickenning work which has caught the essence and spirit of a unique era." (*Sun-Herald*). 75/- (post 2/1).

# ANGUS & ROBERTSON LTD.

Booksellers and Publishers

89-95 Castlereagh Street, Sydney.

66-68 Elizabeth Street, Melbourne, C.I.

---

## *Announcement*

As a result of many  
requests from our customers  
we are again offering a  
select stock  
of general literature, fiction,  
drama, poetry, etcetera.

### **CRAFTSMAN BOOKSHOP**

HOSKING PLACE (off 86 Pitt Street), SYDNEY. BW 7318

### **QUEENSLAND BOOK DEPOT**

(Established 1872)

OVER 80 YEARS OF PERSONAL  
SERVICE TO BOOK BUYERS

The wide experience  
gained during so many years  
provides our customers  
with a book service  
of which we are justly proud.

61-63 ADELAIDE STREET  
(opp. City Hall), BRISBANE

*The Bookshop of*  
**Margareta Webber**

McEWAN HOUSE  
343 LITTLE COLLINS STREET  
MELBOURNE

*Specialising in*  
GENERAL LITERATURE  
CHILD PSYCHOLOGY  
BOOKS FOR CHILDREN

Telephone: MU 2418

## **PRESERVE YOUR BOOKSTOCK**

*Attractive Books are a pleasure to handle  
and enhance your Library generally*

# **LIBRARY BOOKS EXPERTLY REBOUND**

*Magazines and Journals Bound and Goldblocked*

## **T. H. WOODROW**

*Walter Kuhle, Proprietor*

488 VICTORIA STREET, NORTH MELBOURNE, N.I. FJ 3027

Rebinders to Public, School and Commercial Libraries throughout Australia

BOUND TO  PLEASE

## **E.F.G. ENGLISH AND FOREIGN BOOKSHOP**

28 MARTIN PLACE, SYDNEY  
BW 9807

AND AMP LANE, OFF EDWARD  
STREET, BRISBANE  
B 1382

*The Latest in . . .*

PHILOSOPHY,  
HISTORY  
ECONOMICS,  
LITERATURE,  
JUVENILE  
ARTS and CRAFTS  
FICTION

*Also . . .*

GRAMMARS, DICTIONARIES,  
FICTION  
IN ALL LANGUAGES

**We will indent for you any books  
that are not in stock.**

*Will you let us have your name for our  
Mailing List ?*

## **CONTINENTAL BOOKSHOP**

300 LITTLE COLLINS STREET,  
MELBOURNE

*We specialise in . . .*

BOOKS AND PERIODICALS  
FROM ALL OVER THE  
WORLD

*English, American, German,  
French, Italian, Spanish, etc.*

Every enquiry and order is dealt  
with the very day we receive it.  
Daily dispatch interstate.

SEVENTH FLOOR,  
Phone Central 4225, 4226



# THE AUSTRALIAN LIBRARY JOURNAL

Quarterly—Vol. 3, No. 2

April, 1954

EDITOR: HARRISON BRYAN, M.A.

## CONTENTS

	Page
BANANA BENDERS ALL (Editorial) .. .. .	41
DUPLICATION OF BOOKS—CAUSES AND REMEDIES, by <i>J. D. Van Pelt, LL.M.</i> ..	42
PUBLIC LIBRARY RESEARCH SERVICES, by <i>Hedley C. Brideson, B.A.</i> ..	46
POSTSCRIPT ON CARD DUPLICATION .. .. .	49
THE PREPARATION AND EDITING OF TECHNICAL PAPERS, by <i>N. S. Noble, D.ScAgr., M.Sc., D.I.C.</i> .. .. .	51
LIBRARY DEVELOPMENT IN NEW SOUTH WALES, by <i>E. Seymour Shaw, M.B.E.</i>	56
THE DISTRIBUTION OF THE LIBRARY BOOK FUND: EXPERIENCE AND PROPOSALS AT T.U., by <i>D. H. Borchardt, M.A., Dip. N.Z. Lib. Sch.</i> .. .. .	59
SPECIAL LIBRARIES .. .. .	63
<i>Versus</i> SPECIAL LIBRARIAN, by <i>J. F. H. Wright</i> .. .. .	63
<i>Versus</i> INFORMATION OFFICER, by <i>Joan Tighe</i> .. .. .	65
BRANCHES AND SECTIONS .. .. .	68
NOTICES AND NEWS .. .. .	74
BOOK REVIEW SECTION .. .. .	78

*Published by*

THE LIBRARY ASSOCIATION OF AUSTRALIA

*Formerly*

THE AUSTRALIAN INSTITUTE OF LIBRARIANS

Founded 1937

Subscription as a member of the Association includes subscription to the Journal. For extra copies and to non-members the charges including postage are 5/- a copy and 20/- a year. Membership of the Association is open to persons and bodies engaged or interested in library service.

Contributions and letters for publication should be address to The Editor, *Australian Library Journal*, c/o The University Library, St. Lucia, Brisbane, Queensland. All business communications should be sent to the Honorary General Secretary, Library Association of Australia, c/o Public Library of N.S.W., Macquarie Street, Sydney.

Registered at G.P.O., Brisbane, for transmission by post as a periodical.



A corner of the Lindfield East Public School Library.

**"The Energetic Lindfielders should be proud  
of the achievement."**

—*Sydney Morning Herald*

A project unique in the annals of the Parents and Citizens movement has recently been completed by the Lindfield East Parents and Citizens Association. This was the provision of a new library building complete with furnishings and all equipment.

The Library was built largely by the parents themselves and, in addition, £2,000 was raised for materials and equipment. The Education Department assisted by subsidising the cost of the furniture.

The Library was opened on 20th February by Dr. H. S. Wyndham, Director-General of Education, who paid a tribute to the parents for their outstanding enterprise. The "*Sydney Morning Herald*" in an editorial said: "*The energetic Lindfielders should be proud of their achievement.*"

The furniture for the library was made by the S & M Supply Co. and comprised: 4 Combined Shelf and cupboard units 6ft. long, 6 sets of Book Shelves, 5 tables 6ft. by 3ft., a magazine and book display unit, 42 chairs, 2 desks, catalogue cabinet and table and venetian blinds.

FOR ALL LIBRARY  
FURNITURE

FOR ALL LIBRARY  
PRINTING

FOR ALL LIBRARY  
STATIONERY

**S & M SUPPLY CO.**

229 CASTLEREAGH STREET, SYDNEY—MA 4723, MA 8296

## Banana Benders All \*

With this issue of the Journal, as you will have noted, the formal editorship becomes vested in the Queensland Branch. We in Queensland are proud and happy that this is so. We are proud because we feel that, to some extent at least, it is a recognition of the fact that we have ceased to be, in Mr. McGreal's telling phrase, the "hillbilly State" as far as libraries are concerned. We are happy because this is some positive contribution that we can make to the active life of the Association. You do not need my assurance that, given the size and population of our Australia and the geographical concentration of that population in that area, it really is quite difficult for "outlying" states to participate actively in nation-wide organisations such as ours.

We think, and we like to hope that these thoughts are shared by our colleagues, especially in New South Wales and Victoria, that it was a particularly happy inspiration of the retiring acting editor to suggest that the Journal was one aspect of the Association's activities which could be really decentralised.

For myself, I am deeply sensible of the responsibility of serving you in this way. I cannot claim any previous experience in this field and I am only too aware of the standard set by my predecessor, Mr. Metcalfe. I request your indulgence.

It is, I suppose, proper that a new editor should make some statement of policy. I would suggest that the main danger to a journal such as ours lies in preserving a balance among the multiplicity of interests which it serves.

To go no further, the Journal must reflect the constitution and objects of the Association whose organ it is. On the one hand, it

must concern itself with the professional competence of librarians in this country. To this end, clearly, it should offer space for professional articles of high standard. On the other, however, it must accept the fact that the Association is by no means restricted to a narrow professional group and so it must accommodate matter relating to a more general sphere.

Then again, as an official organ, it must devote a certain proportion of each issue to the day to day operations of the Association itself.

As a problem, it resolves itself therefore into a nice gymnastic exercise; avoiding falling among at least three stools!

Being a working librarian, my natural bias is towards more articles of a professional nature, any present unbalance, I think, tends to react against them. I think, too, that there is scope for a type of material that so far has not figured prominently in our columns and which must appeal to all classes of our membership. I refer to reports from particular libraries, and especially of course the larger ones, of notable developments, including, particularly, valuable acquisitions.

Such information offers a measure of a kind of library development that is normally difficult to trace; the great reading public not being avid perusers of annual reports. In any case, annual reports are usually rather too tardy in appearance to preserve the life of day to day happenings.

A final point, there is certainly one major disadvantage in an Australian journal being edited from Brisbane; it makes it infinitely harder for the editor to write the number if his contributors do not come up to scratch. However closely he keeps his ear to the ground, he is still too far from the centre of things to be able to fill in with topics of national and international importance. In desperation he may be forced to write in material of more local interest. To this extent, it would appear to be the responsibility of contributors in the other States to prevent the Journal becoming a Queensland issue!

---

\* In Australian service slang, "Banana Bender" was employed inevitably as a synonym for Queensland during World War II; possibly even earlier. As any New South Welshman will tell you, it is quite a misleading title since there are now more bananas produced in that State than in Queensland. A good illustration, perhaps, of the insecure basis of hyper-developed State pride!

# Duplication of Books

## CAUSES AND REMEDIES

By J. D. VAN PELT, LL.M.,

Commonwealth National Library

*Errare humanum est.*

Under "duplication" is here to be understood the unintended acquisition of second and undesired copies of a book (a "duplicate") for the mere reason that, at the time of selection and ordering, it was not realized that the book was already in the library.

Duplication does not seem to be such a problem in the small library. It does, however, affect the bigger library; and apparently so in direct proportion to the growing size and complexity of its organization.

No better approach to the problem and no better exposition of its extent is possible, I think, than to let the facts speak for themselves. To this end we will start with a list of examples illustrative of certain categories of causes of duplication:

A.—Misprints in booksellers' lists and other material to be checked:

1. Har, B. Ter. Adat law in Indonesia (catalogue no XLVI, 1952, Kegan Paul, Trench, Trubner & Co.) was found as Haar, B. Ter.
2. Halliwell-Phillips, J. O. (Literary Criticism, no 495/1952) should have been: Halliwell-Phillips.

B.—The given initials of forenames incorrect:

1. Morton, H. V. In search of South Africa (South Africa, a selected bibliography, pub. by the S.A. Tourist Corporation, Johannesburg, n.d.) turned out to be: Morton, Henry *Canova* Vollam.
2. Sacher, H. Israel, the establishment of a state (Luzac's Oriental list and book review quarterly, vol. 63 no 4, Oct.-Dec. 1952) was detected as: Sacher, *Walter*.

C.—The given title incorrect:

1. Green, T. H. Principles of political obligation. Turned out to be: *Lectures on the principles of obligation*.
2. Albert, J. B. La colonisation à la Nouvelle-Calédonie. Was catalogued under: *Etude sur la colonisation*, etc.

D.—Catalogue cards wrongly filed. Anybody accustomed to the use of card catalogues knows that this possibility is not merely hypothetical but sometimes very real indeed.

E.—Cards removed from the catalogue drawers for alteration or addition without a tracing card left behind.

F.—A special problem is to be faced by libraries who make it their custom to enter series under the series title only and who refer for the individual items belonging to that series to the serial record. This measure is meant to curtail the cost of cataloguing but it is a costly measure as far as duplicates are concerned because a great many booksellers' lists advertise individual items only (under their individual author and title) without mention of the series to which they belong. It goes without saying that in such a cataloguing system duplicates are a constant source of embarrassment, e.g.:—

Documenten betreffende de buitenlandsche handels-politiek van Nederland in de 19de eeuw, uitgegeven door N.W. Posthumus, 6 vols., 1919-1931 (International University Booksellers Ltd., Lond., Oct. 1952, list no 431) turned out to be included in Nederlandsch Economisch-Historisch Archief, The Hague: Werken, vols. 1-11, 's Gravenhage, Nijhoff, 1919-42.

G.—Imperfections and limitations of the catalogue, the order drawers, etc. The catalogue is (with a bow of deference to the cataloguers) after all a product of limited human power, and failures or shortcomings in this very complicated matter are not surprising:

1. South Australia—Geological Survey: Northern Territory of South Australia: Government geologist report on . . . etc., was found under: South Australia — Government: Geological

reports on the Northern Territory of South Australia, 6 vols. in 1, 1902-1909; with a contents note in which vol. 6 indicated the wanted item.

2. Wabeke, B. H. A guide to Dutch bibliographies was entered in the catalogue under: U.S.—Library of Congress, without added entry or reference from Wabeke.

It will be clear that some of the cases given above are, for an attentive checker, not so difficult to detect, whereas others are absolutely "deadly." However it may be, duplication has a great many causes and sources, even if personal mistakes by the checker are excluded. It might be true that duplicates are as often as not due to somebody other than the checker; he is but one link in a chain of possibilities of mistakes.

When reviewing the given examples one might become a bit fatalistic and be prepared to endure a certain amount of duplication as some of the causes seem to be beyond control. Unduly so, however, because the battle against duplicates can be fought with a great deal of success. To do this two conditions have to be fulfilled: first, there should be a good organization of library powers so as to exclude, at least theoretically (and that is as far as organization can go) any duplication; and second, there ought to be a good checker who "works" the organization well.

Let us give priority to the man over the system and consider the checker (or "searcher" as he is sometimes called) and his requisites first.

To begin with, a wrong person can be put on the job. For the checker has to be mentally alert every minute that he is doing his work. He has without cessation to think of possibilities whereunder the wanted item might be found. He has but one certainty, a "hit," as a "miss" always leaves the possibility that the item is in the library but not registered at the looked-up places. It follows that the checker should not be a happy-go-lucky character but of a scrupulous nature, apt to use every reasonable possibility to get a "hit."

The second point to be mentioned is the fact that checking is quite a tiring undertaking as the checker has to walk constantly from one place to another, has to bend hundreds of times to locate and get at the

wanted drawers and often has to carry out his duties in an uneasy position. Furthermore, after hours and hours of "playing with the alphabet" (I do not know a better expression to indicate the constant mental repetition of parts of the alphabet) he gets a sort of alphabet blindness. I have noticed distinctly myself that mistakes as the following do occur when tired: Oesterreich for Oesterreich, Geurtjens for Guertjens, Monogham for Monnogham, etc. The checker, in other words, should not be over-worked. I think that not more than half a day of checking should be asked for. The rest of the day should be spent on other work.

An interesting point is the question: what qualifications should the checker have? Is a general ability for clerical work sufficient or has he to have passed some library examination? It depends greatly, I think, on the size of the library. Mr. Leigh Scott (in his *Library Techniques*, paper read before the 5th conference of the Australian Institute of Librarians, 1946; pub. in *Proceedings . . .*, Melb., the Institute, 1947, p. 89) says: "... the officer in charge (of the acquisition department) will probably be responsible for checking titles recommended for order (and has) to see that unnecessary duplicates are avoided," and Mr. Leigh Scott thinks that "much of this (work in the acquisition department) is routine work, within the competence of a good clerical officer" and concludes: "On the whole this is not the work for professional officers but is good preliminary training for such officers and not beneath their dignity." If Mr. Leigh Scott means to say that a checker ought not to be a fully qualified librarian I agree; but he should, in my opinion, have passed his preliminary examination in librarianship, at least as far as bigger libraries are concerned. For, without a good knowledge of the cataloguing rules it is hardly possible to produce good results as a checker as some items require a subject approach about which the clerical officer might not know enough. Furthermore, corporate author entries are sometimes really hard to detect, to say nothing of official series. And last, some book lists are based on foreign cataloguing rules, i.e., on other than the A.L.A. cataloguing rules which are so familiar to us; and how much confusion can be caused by this



is amply demonstrated by Miss E. Hall's "The Prussian Instructions and the Anglo-American Code," paper read before the Capital Territory Branch of the Australian Institute of Librarians (pub. in *Proceedings* . . ., Adelaide the Institute, 1940, p. 104-112). *Summa summarum*, a checker who passed his Preliminary examination, is, I should say, a *must* for bigger libraries.

Needless to say, checking in foreign languages should, where possible, be done by somebody who knows the language, be he a professional checker or not. And for many reasons so. First, the selected item might already be in the library either in the original form or in a translation and a second copy, though in a different language, might not be wanted. Furthermore, booksellers list the same or a similar item sometimes twice in the same book list and both items might accidentally be marked for ordering (e.g., Schiller's *Sämtliche Werke* as item no 70 in *International University Booksellers' catalogue* no 51, 1952, next to *Sämtliche Werke with Briefwechsel zw. Schiller u. Goethe* as item no 1634; see also same list nos 48 and 1354, 39 and 1272). And finally, a "see also" reference to the examples given before under C seems to be appropriate here.

To finish our survey of the checker with a last remark: it should not be overlooked that the checker does work in bulk. I remember having checked 703 items out of one list. It goes without saying that, as a result, a sort of psychological pressure "to get it through" develops easily under such circumstances. And even when this does not lead to criminal short cuts ("this kind of material will not be there") it should not be overlooked that the checker cannot reasonably pay the full hundred per cent. of attention to each individual book. He must, as a starting point, assume that the entries in the booklist he is checking are correct and that only in exceptional cases a more thorough investigation in L.C., C.B.I. or subject catalogue is necessary; he cannot possibly do it for every item.

Let us, after our study of the checker, now consider the organization of the library.

First of all, no source of information or part of it, be it the catalogue, the order drawers, the serial records, or whatever other source thinkable, should ever be out of circulation or out of strict alphabetical order.

This may sound obvious and yet it is one of the sources, and if care is not taken, one of the main sources, of duplication. I am not speaking now about accidentally misfiled catalogue cards (this happens rather seldom) but about a fault in the library organization as to the availability of information about books from the time they arrive in the library until the time their finished catalogue cards are inserted in the catalogue.

Theoretically every card or slip, say, from the order drawers should go straight into another category of information, e.g., "books arrived" drawers (or what else) without a second of delay. In practice, however, the officer in charge with a whole pile of new arrivals will first extract all the slips from the order drawer and only then file all the slips in their new place. There is no objection against this certainly efficient practice provided two conditions are fulfilled. First, the delay of refileing should be counted in minutes and not in hours (or even days); and second, this work and the checker's work should be co-ordinated so as to prevent the checker unknowingly consulting sources of information from which slips have been withdrawn.

It is here the place to say a few words about the system favoured by the still well-remembered visiting American librarian, Mr. Behymer. Mr. Behymer recommended that publication details (place, publisher, date, price, series, etc.) should be looked up prior to any checking. This would work well, I should think, in a rather small library where (a) the quantity of checking is not too voluminous and (b) where the librarian knows more or less by heart what is in the library so that the selector knows as it were *a priori* that the item is wanted and checking is practically *pour aquit de conscience* only. Otherwise the system seems to be too costly as time and labour is wasted for getting information for "hits," i.e., books already in the library. I estimate the percentage of hits in my checking between 10 and 20 per cent. and often far more than this if checking for bibliographical purposes is done.

Mr. Behymer's idea can, however, be used on a smaller scale, viz., for costly items only. What is to be classed as a "costly item" depends of course on the financial power of each library individually.

In addition to or instead of Mr. Behymer's idea (publication details are often fully known



without any hunt for it) I would recommend another system for costly items: let them be re-checked by another person. The checker, too, can make mistakes. In re-checking myself I once found that I had missed Fr. Schiller's *Sämtliche Werke* (£10/10/-). At another occasion I re-checked myself again and found that from 38 costly and, I must say, rather complicated entries I had missed two. In short, the practice of re-checking expensive items, preferably by another person, must be strongly recommended.

Another factor of importance in the fight against duplication is the number of sources to be checked. For the checker has not only to check one source, the catalogue, but always a few more (order drawers, serial records, etc.), the exact number depending on the organization of the library and on the material at hand. And it seems to be a sort of library-law-of-nature that bigger libraries tend to possess several special collections, catalogued separately, while there may also be odd quantities of superseded cards since replaced by a new system (e.g., for serial records) in which the old data are not (yet) included. Needless to say that those special collections and partly superseded records, as a rule to be consulted only on occasions, form as many possibilities of being overlooked in the usual checking routine (apart from offering a temptation for short cuts if the checker thinks of them). Such collections and data should therefore be reduced as far as possible. And it goes without saying that sources which can be combined (e.g., books ordered "in" and "out of" Australia) should be combined (e.g., by the use of different coloured slips) as every other source means extra time and labour in checking and, in addition, an extra source of mistakes and duplication.

A last fact to be mentioned here is the fact that duplication is a serious thing as it means unnecessary spending of public money (although it does not mean total waste of money as duplicates can be used for exchange purposes). Duplicates therefore should be reported to the chief librarian, either regularly as they occur or (and may be better) at regular intervals. In this way statistics of duplicates can be kept and would form a valuable tool to control and keep under control the amount of duplication; and specially so if the reports to the

chief librarian are linked with full personal responsibility (of the checker or somebody else). For if more than one officer is employed in checking and related activities the officer responsible for errors may be difficult to locate with the psychological effect that a fatalistic attitude might develop so that a duplication might be considered as (impersonal) bad luck, as "just one of those things that happen."

A few separate words should be said about incorrect booksellers' lists.

We have mentioned before the nuisance of booksellers' lists which give the individual author and title only without mention of the series to which the item belongs; and we have indicated the permanent trouble this incorrectness causes to libraries which make the catalogue entry under series only. Duplicates are unavoidable in these libraries.

Another incorrectness and real nuisance of booksellers' lists is the advertisement of author and title and year of publication only without mention of the place of publication and the publisher, with the result that a book selected from, say, Brill's catalogue and consequently ordered from Holland may turn out on arrival to be published in England. If place and publisher were known in advance the book, for reasons of foreign currency or other, might definitely not have been ordered from Holland.

Would it be, for the two reasons given above, too much if we librarians insisted on fair play on the part of the booksellers and insisted that for every item mentioned in a book list there should at least be given: place, publisher, date and series? I should say this is a very reasonable claim.

As to the question "how to get the booksellers to do it" the answer would not have been easy a few decades ago but now that booksellers and publishers and librarians are organized in national and even supra-national organizations the solution would, though not easy, certainly not be impossible. Especially not if the librarians, after all good customers to the book trade, could come on a national or international scale to an agreement not to order from incomplete book lists or at least to give priority to complete ones.

After our survey of the library organization only a few miscellaneous suggestions are left to be made.

1. It seems to be a good practice to print on each order form the clause: "Do not send any item belonging to a series except when explicitly ordered as part of that series."
2. Special forms should be kept to cancel ordered items that are discovered to be duplicates.
3. Every checked list should be dated. If some time has elapsed between checking and actual ordering the checked list is unreliable as duplicates can have been chosen from other lists.
4. Most book lists, sales catalogues, etc., are ephemeral material, discarded after use. There is no reason against the use of the reddest, softest and best visible marking tool in indicating selected items. I believe that unclear "ticks" marking desired items are a cause of duplication.
5. Lists wholly or mainly consisting of series should be checked by the serial section, especially so when consisting of official government publications, as a special "serial sense" is often needed to detect the proper entry.
6. One advice to the checker: do not trust the catalogue(rs). When a compound name or an oriental name or any other

complicated entry should be entered under a certain form with a reference from the not used form check all forms (and have the cataloguers pay a shilling to some charitable fund for every non-existing reference).

And now, were I asked "What do you think personally of that fight against duplications you were speaking about?" I would like to answer in old-Dutch with Jan Pieterszoon Coen, the founder of Batavia: *ende disespereert niet* (never give up); but to be realistic I should be obliged to confess that the devil of duplication is indeed lurking behind every catalogue card eager to strike upon the unwary checker. Facts? To me the just quoted Jan Pieterszoon Coen was Jan Pieterszoon Coen *ohne mehr* and when I had to check his letters and despatches I went without hesitation straight to the entry "Jan Pieterszoon Coen," but did not find any entry there. Later I discovered that the founder of Batavia was entered in the catalogue under "Coen, Jan Pieterszoon." In other words, the cataloguer, quite understandably, had taken Coen as a surname whereas to me (Dutch born) Coen was only an epithet (meaning The Brave) as Dutch surnames did not exist in the 17th century. Result: an expensive duplicate!

*Errare humanum est . . .*

## Public Library Research Services \*

By HEDLEY C. BRIDESON, B.A.

*Assistant Principal Librarian and Librarian-in-Charge of Research,  
Public Library of South Australia.*

One of the problems of this age is the efficient dissemination of information. As long ago as 1924, Lord Swinton, then President of the Board of Trade, wrote: "The growth of knowledge during the living memory has been remarkable and its application evident in every direction. Whilst it is generally recognised that 'knowledge is power,' it is none the less true that a considerable proportion of accumulated knowledge, whether in the domain of science, business, sociology, education or elsewhere is unfortunately lying dormant and untapped.

An immense amount of extremely valuable information is in existence if only one knows where to find it. The volume . . . being far beyond the mental grasp of any individual or group of persons, however erudite, it becomes a vital necessity to provide a master key whereby the common storehouse may be unlocked."

The modern public library has two chief functions—firstly, to be a storehouse of information and, secondly, to provide a key to this storehouse. Whilst the first function has always been the public library's *sine qua non* and whilst the second function has been supplied to some extent through the library's catalogue and general reference staff, the lengthy and intensive searching for

\* A paper read at 30th Meeting of the Australian New Zealand Association for the Advancement of Science at Canberra, 1954.

information by a special staff of research officers is a comparatively recent development. In Australia this "master key" to the library's storehouse, under the name of a Research Service or Research Department, is as yet provided to a greater or lesser extent by only three of the State reference collections: the Public Library of New South Wales, the Public Library Victoria, and the Public Library of South Australia. The Research Department of the Public Library of New South Wales was established as long ago as 1918, the Research Service of the Public Library of South Australia began functioning in January, 1942, while the Public Library of Victoria opened its Research Department in 1950. Speaking to the members of the Chemical Institute in Sydney in 1939, Mr. W. H. Ifould, then Principal Librarian of the Public Library of New South Wales, said: "The time must arrive when every large State library and every University library will have a Research Department." There are many more forward steps to be made before that ideal is reached.

I have said that a Research Service is the master key to the modern public library. How does such a service attempt to unlock the storehouse of information? How does it function?

In taking as my example the Research Service of the Public Library of South Australia and describing how it works, I wish it to be clearly understood that my choice does not suggest that this Service is better than those in the other two States. I have chosen it because when the Libraries Board of South Australia at the end of 1941 decided to establish such a service, I had the honour of being selected to organise it, and I have been in charge of it since its inception; I therefore know much more about this Service than I do about the others.

#### HISTORICAL DEVELOPMENT OF THE RESEARCH SERVICE OF THE PUBLIC LIBRARY OF SOUTH AUSTRALIA.

The Research Service of the Public Library of South Australia was conceived as that library's small contribution towards winning the Second World War. All South Australian factories had stopped their normal production and begun making munitions. New techniques and new methods had to be learned quickly and there was a serious lack

of "know-how." It was realised by the Libraries Board of South Australia that on the shelves of the Public Library of South Australia and other libraries, in the papers presented to the various scientific and technical societies throughout the world, were the answers to most of the problems the technical men were encountering. The Library's war job, then, was to get this information into the hands of the men who could use it.

The Service first offered to make a literature search of the library's holdings for information on any subject that would assist the war effort. This was soon extended to cover all Australian libraries, and, shortly afterwards to cover, as far as possible, all libraries outside of enemy countries.

It offered to lend material in the Public Library of South Australia—a revolutionary development in State library practice—and to obtain photographic copies of references from other libraries throughout the world. The Service grew rapidly. (It now employs 13 bibliographers and typistes and three photographers). When the war ended it was decided that the Service should become a permanent part of the library. It is now available to all South Australians and undertakes searches for information on any subject.

#### FUNCTIONS OF THE RESEARCH SERVICE.

The work of the Research Service of the Public Library of South Australia may be briefly summarised as follows:

1. It undertakes literature searches on any subject.
2. It compiles bibliographies on any subject, such bibliographies listing references that are available in the libraries of the world.
3. The Service undertakes to get any reference mentioned in the bibliographies. If the reference is in the Public Library of South Australia it can be borrowed or a photocopy supplied. If it is not in our library a microfilm copy is obtained, usually by air, and enlarged to the normal size in the Service's Photographic Section. The only cost to the enquirer is the cost of photographic materials used—approximately 1/- per page.

4. The Photographic Section of the Service will copy any reference in the library's collection. (Last year over 20,000 photoprints of articles and references were made.) A uniform charge (according to size) is made for photoprints irrespective of whether they are from material in the Public Library of South Australia or obtained from overseas. For example, a three page article, available only in an American library may actually cost the Research Service one dollar to obtain on microfilm. The Service enlarges the microfilm to about natural size and charges only, say, three shillings, the same price that would be charged for copying the reference if it was on the Library's own shelves. To enable this to be done about 1½d. is charged over and above actual material cost on every photoprint supplied from references in our own library. The Photographic Section also prepares strip films, microslides and Kodachrome slides of material in South Australian libraries.
  5. The Research Service endeavours to borrow on inter-library loan any books or publications specifically required which are not in the Public Library of South Australia. Because the South Australian reference collection is comparatively small (about 300,000 volumes) inter-library loans from other collections, particularly New South Wales and Victoria, are extensive. Books have been borrowed on inter-library loan from as far afield as New Zealand, the United Kingdom, and the United States of America.

Requests for the loan of periodicals, either bound or unbound, are avoided as far as possible. References in periodical literature are usually short, and the customary procedure is to ask for a photographic copy.
  6. The Service arranges for translations of articles in foreign languages.
  7. It has built up a very extensive collection of trade catalogues from many parts of the world, but particularly of Australian, English and American manufacturers. In asking for such trade literature, a request is also made for the name and address of the company's South Australian or Australian representative. The Service's card index of representatives is proving of great value to the State's industrialists and scientists.
  8. If it is not so much literature that is required, but practical help or advice, the Research Service acts as a guide in directing the inquirer to the institution or Government Department that can best help him. The usual practice is not simply to tell the inquirer to which Department he should go, but to ring the Department concerned, make sure that the help required can be given, and make an appointment for the inquirer to call and discuss his problem with a particular officer.
  9. If a satisfactory solution to a problem cannot be found in literature, it is referred to such authorities as the C.S.I.R.O. Information Service, or other Research Institutions or a recognised world expert in the particular subject.
  10. Lists of new scientific and technical books added to the library and of new trade catalogues received are posted at regular intervals to all wishing to receive them. All books and trade catalogues on these lists may be borrowed from the library.
  11. All work done by the Research Service is free, with the exception of photographic reproductions, for which the charge covers material costs only.
  12. Every new manufacturing business registered in the State, no matter how small that business may be, receives a circular letter briefly explaining what the Public Library of South Australia and its Research Service has to offer.
  13. The Research Service co-operates closely with, and is greatly helped by, special and company libraries in the State as well as institutions such as C.S.I.R.O., Defence Research Laboratories, University of Adelaide, and the scientific and technical personnel of Government Departments.
- It would be base ingratitude if I did not acknowledge the reciprocal help received from commerce and industry. Many leaders and experts in South Australian industry, who have received help from the Service,



have become "friends" of the Service. When a research assistant is non-plussed by a particularly knotty problem or highly technical enquiry, a telephone call to one of these friends usually results in the elucidation of the problem; and no time is spared by these men in giving return help to the Service.

It will be seen that the Research Service of the Public Library of South Australia attempts to be the point of contact between the general public and the resources of the libraries (both special and public), Research Institutions, and Government Departments not only of Australia but of the free world.

Such a Public Library Research Service has, I believe, a very important part to play in the dissemination of information, particularly to science and industry. But it has its weaknesses. Firstly, the staff is composed of librarians, specially trained in literature searches, but who are not scientists. A future advance may well be the employment of librarians who are also trained as scientists and engineers.

Also, a Public Library Research Service attempts to cater for the demands of the people of the whole State in all fields of knowledge. These demands are diverse (although in South Australia more than 90% of inquiries are of a scientific or technical nature). The information required may be elementary, intermediate, or advanced, and inquiries come from hobbyists, research workers, post graduate workers, manufacturers and the public generally, including the

occasional "crank." Such a Service cannot, therefore, carry out a search with the same intensity as can a special or company library, where the demands are usually within a fairly narrow field. But because the Public Library has far more bibliographical tools, a Research Service can supplement the work done by the special librarian and receive considerable help in return. A Research Service attached to a Public Library can never, therefore, take the place of a special or company library. Unfortunately, however, if an Australian survey were made, it would almost certainly be found that by far the greater number of engineering and science graduates, not to mention technical men generally, are employed by companies without adequate library provision. To these men in particular, the Research Service at their Public Library is a boon.

Finally, because scientific and technical literature becomes obsolete so quickly, I believe that no Public Library is justified in spending taxpayer's money on works of this kind merely to place them on the shelves with the pious hope that some day somebody interested in the subject will see them. A Public Library cannot be content with the purely passive function of storing information, but should continually thrust it before the gaze of those whose responsibility it is to set the wheels of development in motion. This, I believe, is what the Research Services attached to the Public Libraries in Australia are attempting to do.

## Postscript on Card-Duplication\*

*Summary.*—Two developments have taken place since the first article appeared on this subject. In addition, figures are now available of the first year's operations. It seemed probable that these at least might be found of reasonable interest.

The most important change in the routine described earlier was the introduction of the nine-entry entry stencil as opposed to the eight-entry form on which the original scheme was based. It will be apparent that,

provided no further processes were included as a result of the change, this innovation must have affected favourably the economics of the situation.

In actual fact, the new method was accompanied by considerable simplification in the duplicating operation so that it has been doubly beneficial.

Strangely enough, the idea of using the stencil laterally and so cutting nine entries in columns of three had not been given more than cursory consideration when the original project was mooted. The idea was revived, however, in the course of correspondence stimulated by the earlier article and the features which earlier had seemed to render it

\* This report refers to an article in an earlier issue: BRYAN, H. A successful experiment in the duplication of catalogue cards. (*Aust. Lib. J.*, Vol. 2, No. 3, pp. 61-4).

impracticable were able to be met by the modification of existing equipment.

Stencils can be cut laterally in practically any typewriter by folding either or both of the top and bottom of the stencil. This, however, effectively reduces the available area of stencil unless three further processes are included, *i.e.*, removing, refolding and replacing the stencil in order to use the lost area. To counter this, an extra long carriage was fitted to a standard typewriter giving a platen approximately 18 inches long, so enabling lateral insertion without folding.

Once the stencil surface is plotted in relation to the vertical tolerance of the duplicating machine, it is no more difficult to insert a stencil laterally in a typewriter and cut accurately nine entries than to cut eight entries on a normal (vertical) stencil. The plot is reduced, of course, to a formula expressed in terms of the guides printed on the stencil.

So far, then, the respective economies of the two schemes are dependant absolutely upon the extra entry cut on each stencil. Obviously this reacts in two ways to the advantage of the new scheme; firstly, the extra time and effort of the ninth entry is measurable against the time and effort saved in the insertion and positioning of only eight stencils for every nine under the original scheme; secondly, the saving in stencils themselves.

When we come to the duplication process, we find that, by using pre-holed card 15in. x 9in. instead of the 12in. x 5in. strip, we again effect a double economy. Firstly, we no longer need any modification of the feed system for the duplicator, since we are now using standard size stock; secondly, we no longer have run each stencil in two sections, with all the accompanying masking and un-masking of the column of entries not being reproduced on each occasion. Against this, there is the additional cost of the larger card.

Beyond the duplicating stage, the routine remains as described in the earlier article, with the exception to be noted presently and also the fact that it takes rather more blows with the guillotine to dispose of each multiple card. Even at this point, a careful costing would probably show that the extra time was more than accounted for when com-

pared, blow for blow, with the larger number of strips handled under the earlier scheme!

All in all, I think it will be admitted that this development represents a considerable economy.

The only ticklish point arose when plotting the entries on the stencil. As suggested earlier, area limits are imposed by the tolerance of the duplicating machine. In other words, you can type safely only a certain distance outside the framework which the stencil manufacturer enjoins you not to transgress! Experiment will establish the highest point on the stencil to which the duplicator can be adjusted to register; the bottom, while still critical, is much easier to calculate. The result is, of course, that the outer margin of the two outer columns on each stencil is wider than the others. Now this outer margin must, in the case of one column, comprise the important left-hand margin on the final card, unless you are prepared to cut two columns, remove the stencil and insert it upside down to cut the third. As this latter process is very time-wasting, it is necessary, by continued experiment, to adjust one of the outer margins to correspond as closely as possible to the normal margin and then cut the stencil so that this appears on the left-hand side of the entries concerned. The only unnaturally wide margin will then appear on the right-hand side of one set of entries.

This sounds very complicated, but it will be found that, with a little patience, it is possible to work out a fairly satisfactory compromise and produce cards from all parts of the stencil which measure up quite favourably to typed ones. I must emphasize again that the adjustment and calculation has only to be done once, at the inception of the scheme.

The second of the two developments that have taken place may appear to constitute a retrogression. It will be remembered that one of the advantages of the original scheme was that the actual books could be passed immediately for further processing once the cataloguing rough was made. It has been found, in practice, that the typing delay has been so reduced that books can safely be passed to the typists together with the appropriate roughs and batches of books and returned to the cataloguers with the appropriate stencil and roughs without sabotaging



the system. The advantages claimed for this modification are, in my personal opinion, more apparent than real. They are founded on the possibility of last minute checking when books and entries are kept together as long as possible this way. One point is, however, that it certainly does make the typiste's lot much less dismal. For this reason, while we can afford it, but only so long, it will be allowed to continue.

Finally, the result of twelve months' operation under the system is quite startling; the same typing staff handled during this period an increase of 41% in books catalogued over the preceding year. It is important to note that this extra material imposed no strain whatever on the system. In fact, as mentioned earlier, it was possible to adopt a more leisurely routine than had originally been planned. It is also true that the same staff were able also to undertake a number

of other tasks while still coping with the typing. As an instance, not only are they now able to undertake the complete book-lettering programme, but they are also expanding it to include lettering of material for some departmental libraries and, during the recent vacation, they were able to complete a major re-lettering project involving approximately 5,500 volumes.

An interesting point is that the cataloguing staff also remained unaltered in size and it, too, was able to cope with the 41% increase. Some of this was rendered possible by more extensive pre-catalogue checking, but some at least, I feel sure, was the psychological result of the removal of the processing bottleneck at the stage immediately following their operations.

May I repeat our former invitation to share our experience in detail with anyone interested?

## The Preparation and Editing of Technical Papers \*

By N. S. NOBLE, D.Sc.Agr., M.Sc., D.I.C.,  
*Editor of Publications, C.S.I.R.O.*

### 1. INTRODUCTION.

Recently there has been a noticeable increase in interest in the preparation and presentation of technical papers and there has been a steady flow of publications on this subject. Also, more and more editors of scientific periodicals have found it advisable to issue their own special instructions to authors. There has been a remarkable increase in the annual output of technical papers in recent years and this has made it necessary for editors to obtain as much help as possible from authors. Moreover, the greatly increased cost of publication has caused editors to become increasingly critical of discursiveness in presentation. Authors are becoming conscious of these trends and wisely are endeavouring to submit manuscripts which are likely to be acceptable for publication without major amendment.

### 2. STYLE.

It is essential for authors to develop a concise style. Before putting pen to paper the inexperienced author should study publications dealing with English expression and presentation of technical material. By so doing he will avoid many pitfalls and acquire a background knowledge which will help him to present his research results clearly and logically.

Most journals like an author to appeal to a general group of readers as well as to the few specialists, and if he is to achieve this he must develop a method of presentation to stimulate the interest of such readers. However, with most scientists, a good literary style is only acquire after years of practice.

The use of large words and complicated sentences should be avoided as they tend only to confuse the reader. Abstract nouns should not be used as introductory phrases where a single word will suffice. The use of "in spite of the fact that" for "although,"

\* A Lecture to the N.S.W. Branch of the Special Library Section, Library Association of Australia, November 6, 1953.

"owing to the fact that" for "as," "in the case of" for "with" or "for," and "in many instances" for "often" is only too common.

### 3. SELECTING A MEDIUM FOR PUBLICATION.

Before commencing to assemble his data the author should decide upon the journal to which the paper is to be submitted. There is even some merit in the suggestion that when planning his research he should give some thought to the type of publication which is likely to result from it. This is most important as it determines the reader audience and also to some extent decides the way in which the work will be presented, the language to be used, and the amount of data to be included.

If the journal is very specialized the author may assume that his readers have a background knowledge of the subject. Therefore introductory material may be reduced to a minimum and detail which may be necessary in a journal catering for a more general group of readers will be unnecessary.

Having selected the medium, the author should make a detailed study of the journal's suggestions to authors. If no such instructions are available, recent issues of the journal should be examined in detail. All journals have their own special requirements concerning presentation and their policy on reference citation, presentation of tabular matter and figures, abbreviations of units and quantities, spelling, punctuation, and hyphenation should be followed closely. Some journals do not permit the presentation of data in both tabular and graphical form, some limit the number of line illustrations permitted, others refuse to accept half-tone illustrations.

Attention to such details will save the time of the editor and will avoid delay in publication which may arise if the departure from required practices is so gross that it becomes necessary to return the paper for redrafting.

### 4. WRITING A PAPER.

It is a good idea to begin drafting the paper while the work is in progress. By doing this it may become obvious that additional experiments will be necessary. It is advisable first to write down a list of headings which may be added to or reduced as the writing of the paper develops.

When the author has completed his first draft he will have a series of sheets under various headings on which every result considered worthwhile has been recorded. Each section must then be read critically; the author must then decide whether particular details are really essential, and when in doubt it is a sound practice to delete the material in question. Redrafting and "polishing" should be continued until the author is satisfied, when the draft should be typed and read carefully. Statements often look very different in type and some rewording is sure to be necessary.

It is then a good idea to put the paper aside for a time before re-examining it. On reading it again, the author is almost certain to be dissatisfied with parts of the manuscript and further modifications will be necessary. It is then advisable to ask one or more senior colleagues who are familiar with the general subject to read and to criticise the paper. The author who is a novice may balk at this, but it is better to seek constructive criticism at this stage than to submit a poorly written paper for publication and so risk rejection.

### 5. TYPING A MANUSCRIPT.

It is not sufficient to give a set of instructions to a typist and expect her to type the paper so that it will be suitable for publication. Authors tend to leave far too much to a typist and, what is more unfair, sometimes blame her for a paper's shortcomings.

Manuscripts should always be double space typed with liberal side margins so that the editor has adequate room to mark in corrections between the lines and to mark instructions in the margins for the printer.

After typing, the manuscript should be subjected to a rigorous checking as otherwise it will reach the editor with many inconsistencies in heading numbering, hyphenation, punctuation, and even incorrect spelling.

### 6. PUNCTUATION AND HYPHENATION.

It is better to err on the side of under- rather than over-punctuation as it is easier for the editor to add punctuation marks rather than to delete them. Once it was felt that almost every phrase or clause should be marked off by commas, but the present tendency is to use commas only where necessary to avoid ambiguity.

As with punctuation, the modern trend is to use fewer hyphens and to use them only where their absence would lead to ambiguity. All editors have their own rules concerning punctuation, hyphenation, and compounding, but authors should see that there has been consistency of treatment throughout their manuscripts before submission.

#### 7. HEADINGS.

The numbering and placement of headings are governed by the length and complexity of the paper. Some journals use the decimal numbering system and others use capital Roman numerals for main headings followed by lower case italic letters and small Roman numerals enclosed in brackets for lesser headings. Authors should be careful to follow the system used in the particular journal and to indicate clearly the weight of every heading in the paper.

In general a paper reporting experimental work can be broken conveniently into the following major headings: Summary, Introduction, Material (or Methods), Results, Discussion, Acknowledgments, References.

*Summary.*—Most journals now require an author to include a short factual summary which may be used by the appropriate abstracting journal. It should not be regarded as part of the paper and so should be intelligible in itself. In general the summary should not exceed 2-3 per cent. of the volume of the paper. The same care should be devoted to its preparation as to the paper as a whole and it should be rewritten and revised until all unnecessary words have been eliminated.

*Introduction.*—The introduction is a most important part of the paper to which too little thought is sometimes given. This section is read first and the way in which it is written will largely determine whether the general reader continues to read on or puts the paper aside. It is here especially that the author should set himself out to stimulate the reader's interest. Here the problem should be clearly stated and the reasons for undertaking the work and its significance set out. In this section it may be necessary to refer briefly to the experiments of other workers in the particular field. However, in general, extensive reviews as an introduction to a paper are not acceptable. If a complete review is considered

necessary it should be written as a separate paper for submission to an appropriate journal.

*Results.*—Presentation of results should be made as simple as possible, only essential findings being included. It is here that the inexperienced author tends to err. He feels that every minor observation and the detail of each experiment should be placed on record. Tables or graphs should be used to avoid lengthy descriptions in the text and it is usually unnecessary to present the same data in tabular and graphical form. There is no need to comment at length on results which can be readily interpreted by the reader, though it is sometimes desirable to stress certain of the highlights. Only essential data should be included, raw data being arranged in a convenient form and filed in appropriate libraries, the location of such data being mentioned in the paper so that the few readers requiring access to it will know of its whereabouts.

*Discussion.*—The Discussion section is important as it is here that the real significance of the results can be stressed. Here, too, it may be desirable to draw attention to the ways in which the writer's results agree or disagree with those of other workers.

#### 8. TABLES.

Tabular matter is costly to set and frequently the use of a graph obviates the necessity for the inclusion of a complex table. Tables should be summarized and simplified as much as possible, the number of columns being kept to a minimum for ease of setting. It is a good idea to experiment with several alternative methods of tabular presentation, selecting the most appropriate for the particular type of data concerned.

Tables should be complete in themselves without reference to the accompanying text, and it is therefore usually desirable to provide each table with a brief title. It is usual to give experimental details referring to the table as a whole or a large part thereof as a subheading beneath the title, but details concerning single items in the table should be given as footnotes. The detailed treatment of box headings differs in different journals, but the number of words in such headings should be kept to a minimum as almost invariably these are wider than the columns of figures to be set beneath them

and so determine the number of columns that can be fitted conveniently across the page. Every table should be specifically referred to in the text as the exact position in which the table will appear cannot be determined until the journal is pagged.

#### 9. ILLUSTRATIONS.

Illustrations are a most important part of the paper and authors are strongly recommended to exercise the greatest care in preparation of graphs, diagrams and figures. Many journals are without the services of draftsmen and so must use the illustrations provided by authors. If these are poorly executed with uneven lines and crude lettering the effect on the reader is most adverse, and as a result of the reproduction of such illustrations the author and the journal both suffer.

Line drawings should be made with black Indian ink on white drawing paper (preferably Bristol board), tracing paper, blue linen, or graph paper. Light blue ruled graph paper only should be used as yellow, green, and red lines are difficult to screen out. It is advisable to leave a margin of 1-1½ in. on all sides of a diagram to provide space for labelling and for indicating the reduction for the blockmaker.

In planning graphs the scale selected should provide for the maximum use of the printed page of the journal concerned. Long and narrow or wide graphs which lack height are unattractive and wasteful of space.

It is suggested that illustrations be drawn at approximately twice and never more than three times the width at which they are to appear on the printed page. Unduly large diagrams are difficult to handle, but on the other hand some reduction is an advantage in smoothing out imperfections of line. Lettering on diagrams must be large enough to be quite legible after reduction but should not be too large.

Unless the descriptions of curves are brief it is better to mark them by numbers or letters and to include the description in the legends beneath the illustrations. The Royal Society has recently recommended that the axes be drawn about two-thirds the thickness of the curves and that grid lines be about one-half the thickness of the curves. Grid lines, which should not be closer than 1 cm. in the printed reproduction, are unnecessary

unless readings are to be made from the curves. As a general guide the thickness of the curves as reproduced in the journal should be approximately 1/64 in.

Half-tone illustrations are very expensive to reproduce and they should only be included where it is desired to draw attention to some unusual feature which cannot be illustrated by a line drawing or be adequately described in the text. Where detail is essential, as for example in plant sections, a fine screen must be used in making the block and the illustration can only be adequately reproduced by printing on art paper, which adds considerably to the cost. Half-tone illustrations should be on white glossy paper and show a full range of tones with good contrast.

C.S.I.R.O. considers presentation of illustrations of such importance that a staff of trained girls is employed who, where necessary, retrace diagrams submitted by authors and gum on to illustrations selected sizes of printed letters so that when reduced to fit the journal page the line thicknesses are fairly uniform and the lettering measures approximately 1.2 mm. in height. In this way uniformity is achieved throughout the organization's various publications and the illustrations blend in with the printed page.

#### 10. REFERENCES.

References cause editorial staffs more difficulty than any other section of a paper, and frequently the changes necessary are such that a retype of the entire reference list is necessary. An author is responsible for the accuracy of references and it is the editor's duty to systematize the journal abbreviations; but it often happens that in checking some missing detail errors in titles, page numbers, or dates of publications are found.

Two systems of reference citation are in general use, namely, the Harvard system, in which authors are cited by names and dates in the text, the references being arranged alphabetically at the end of the paper, and the numbering system in which the references are given in the text either by superior numbers or numbers on the text line enclosed in brackets, the references themselves being given as footnotes or in numerical order at the close of the paper. Both systems have their supporters and it is most important for an author to follow the system adopted by



the journal to which he intends to submit the paper.

#### 11. REFEREEING.

With increased costs and specialization, more and more journals are finding it necessary to adopt a system of refereeing of papers. Such a procedure serves two purposes. Firstly, the author has the benefit of a critical appraisal of the paper by an authority in the specialized field, who has not been closely associated with the work and, secondly, the general standard of the journal is maintained. It must be remembered that though the scientific editor who controls a number of journals may have a detailed knowledge of several branches of science he understands little of the subject matter of most of the papers passing through his hands.

A referee should state whether (1) the contribution to knowledge is adequate to warrant acceptance for publication in the particular journal, (2) the conclusions drawn from the data are sound, and (3) the presentation is reasonably concise.

#### 12. EDITOR-AUTHOR RELATIONSHIP.

Editor-author relationship and the functions of the scientific editor have been the subject of much discussion over the years, and from time to time the question has been debated in the editorial columns of scientific periodicals.

There are editors who consider it a right to modify or even rewrite a manuscript, but they are in the minority. Obviously a paper must be reasonably concisely presented, and the referee will generally draw attention to sections which are too wordy. He may suggest alternative wording, but all such suggestions and criticisms must be returned to the author. He alone must decide whether to submit the paper elsewhere or to effect the changes necessary to make the paper acceptable. In this way the author retains his own style but the journal is protected from publication of unnecessary and costly material.

It may be necessary for the editor to undertake some rewriting, but the time available for this is limited and here again the modified manuscript must be returned to the author for his approval before it is despatched to the printer for setting.

An important function of the scientific editor is to act as intermediary between the author and the referee. He decides just how much of the referee's report should be passed on to the author and whether the matters raised by the referee are sufficiently serious to make modification a condition of acceptance, or whether the criticism is of minor significance and so need be passed on to the author for his consideration. He may only accept some of the referee's suggestions, but provided the author adopts a reasonable attitude to the criticism the paper is accepted for publication.

The scientific editor's other main function is to mark the copy with appropriate instructions for the printer's guidance concerning type sizes, fonts, indentations, etc., and to ensure that the hundreds of points covering spelling, punctuation, hyphenation, capitalization, grammar, abbreviations of units and quantities, and reference citation have been systematized according to the rules laid down for the journal in question.

Authors can foster harmonious editor-author relationships by adopting a concise style, by giving adequate time to the "polishing" of their papers, and by incorporating the many stylistic details required by the journal for which they are writing.

#### 13. BIBLIOGRAPHY.

- ALLBUTT, T. C. (1925).—"Notes on the Composition of Scientific Papers." (Macmillan: London).
- CAREY, G. V. (1939).—"Mind the Stop." (Cambridge University Press).
- COLLINS, F. H. (1946).—"Authors' and Printers' Dictionary." (Oxford University Press).
- FOWLER, H. W. (1926).—"A Dictionary of Modern English Usage." (Clarendon Press: Oxford).
- GOWERS, E. (1948).—"Plain Words." (H.M. Stationery Office: London).
- HART, H. (1948).—"Rules for Compositors and Readers at the University Press, Oxford." 34th Ed. (Cumberlege: London).
- PARTRIDGE, E. (1947).—"Usage and Abusage." (Hamish Hamilton: London).
- PARTRIDGE, E. (1949).—"English—A Course for Human Beings." (Winchester Publications Ltd.: London).
- ROYAL SOCIETY (1950).—"General Notes on the Preparation of Scientific Papers." (Cambridge University Press).
- WILLIAMS, G. E. (1948).—"Technical Literature." (Allen and Unwin: London). (This contains an excellent bibliography).

# Library Development in New South Wales

E. SEYMOUR SHAW, M.B.E.

When one is engaged in any undertaking it is wise every now and again to review what has been done and perhaps in the light of these experiences, measure results.

Modern public library services in this State owe their establishment to the provisions of the Library Act which received the Royal Assent on the 13th November, 1939.

This Act was passed following an enquiry which was made by a Committee known as the Libraries Advisory Committee which, you will recall, was established by the Honourable D. H. Drummond in 1939, he then being Minister for Education.

The terms of reference of this Committee were:—

"To inquire into the adequacy of library provision already made in New South Wales by the Public Library of New South Wales, the Sydney Municipal Library, School of Arts, Mechanics' Institutes, and any other agencies, and the means of extending and completing such provision, regard being had to the relation of library provision to the general system of education and the provision of scientific, technical and sociological information, and to draft any necessary legislation."

"By the 'provision of scientific, technical and sociological information' is meant an enquiry into special libraries, departmental libraries and libraries of learned societies, to arrange for a better covering of the field of technical, scientific and sociological journals and books, the co-relation of such libraries, and the co-relation of research, the establishment of photostat or other copying methods, the organisation of better systems for such libraries, and the training of librarians, possibly, the central control of the staffs of departmental libraries."

I have quoted these terms of reference at length because I want to refer later to them.

I would like you to note the emphasis which the Government of the day placed on the provision of scientific, technical and sociological information.

The Committee, in its report, expressed the opinion that public library service is a national necessity, pointing out that without libraries the education of the citizen cannot be carried beyond the school or lecture room, because the majority of those who have been taught to read at great public cost have little or nothing to read after they have left school.

The Committee went on to say that research is essential to commerce and industry and without libraries results cannot be communicated. It pointed out that public library service in New South Wales was far below modern standards and requirements and that in the provision of informative books and books of a cultural kind, New South Wales was extremely backward by comparison with Great Britain, Canada and the United States, and that in many respects New Zealand was more advanced.

Because of the war it was not until the beginning of 1944 that the Library Board which was set up by the Library Act was fully constituted and the financial clauses were proclaimed, and I recall that there were members of the Board as well as many other people who shook their heads expressing doubts as to whether local government would ever avail themselves of the provisions of the Library Act. Some of them considered that the State should take over the whole financial responsibility for the establishment of library services, others thought that local government authorities, though they might be willing to assume the burden, could not, out of their meagre resources, afford to contribute sufficient, if at all, to the establishment and running costs of library services. One member of the Board, at its first meeting, expressed the opinion that there would be no need to fix the times and dates on which the Board would meet in future as it would have no work to do and could be called together if and when the necessity arose. He believed that it would be many years before any libraries would be established.

\* This paper was delivered as a Presidential Address to the New South Wales Branch on 18th February.



However, results proved these Jeremiahs to be wrong. Local government did, almost immediately following the establishment of the Board and the proclaiming of the financial provisions of the Act, set about establishing local public libraries, and providing the means to enable them to be carried on.

I believe this ready acceptance by local government of this new responsibility was largely due to the work of the Free Library Movement, which had conducted an intensive and extensive campaign throughout New South Wales explaining both to councils and to public meetings what modern public library services could provide and why they were a national necessity.

Following the establishment of the Library Board of New South Wales, three councils which had libraries brought them under the Act. These were the Council of the City of Sydney, the Council of the City of Broken Hill, and the Municipal Council of Inverell, and in the years that followed metropolitan and country Municipal and Shire Councils adopted the Library Act and established Library services. At the present time 137 Councils have adopted the Act, and of these 116 are operating public library services and 1,766,000 people live in local government areas which are serviced by public libraries under the Act.

In 1944 the Government of New South Wales provided a total of £3,862 as a subsidy to local government bodies in accordance with the provisions of the Library Act. The subsidy which councils will receive this year will amount to the sum of £321,450.

Councils themselves have taken up the provision of Library services with increasing enthusiasm and so far as I am aware no council or alderman has yet been criticised by any ratepayer or other member of the public for providing these services to an ever increasing extent. In 1953 Councils spent out of rate income £263,448. This amount exceeded by £137,131 the minimum expenditure which Councils were required to spend under the provisions of the Library Act.

As at 30th June, 1953, book stocks in public Libraries exceeded 853,000 volumes. This is about one book to every two persons in the area served.

The Library Act provided that Councils could, if they so desired, levy a special rate

for the purpose of providing library services in their area. This provision in the Act was criticised by members of the Board when the Library Board of New South Wales was first established as well as many other persons who took an interest in Local Government affairs. It was said that no council would strike a special rate for library persons when monies were so urgently needed for other purposes. But again they were proved to be wrong and at the present time many councils are still levying a special rate to provide for their library services. This is an important matter as it means that every ratepayer each year has brought directly to his attention the amount which he provided for library services in the area in which he is a ratepayer. I would draw the conclusion from this that ratepayers in all those areas in New South Wales where a special rate is struck—and there must be tens of thousands of them—recognise and appreciate that library services are a national necessity and they are prepared to pay for them.

Many of you this evening will recall the Riverina Regional Library Conference which was held at Griffith in the Irrigation Area in May, 1947. It was convened by the Wade Shire Council and was attended not only by many representatives of municipal and shire councils throughout the State and from as far afield as Lismore on the North Coast, but also by representatives of the Library Board of New South Wales, The Institute of Librarians (now the Library Association of Australia) and representatives of Commonwealth and State Government Departments. This conference discussed the organisation of public library services on a regional basis. Regional library services had already been tried out and found successful, thanks to the enterprise of the Town Clerk and librarian of Deniliquin. Six councils in the Central Murray Region were operating a joint service with Deniliquin as the centre. I believe that the report of the proceedings of the Griffith Conference will become a historic document in the development of library services in this State, perhaps not as significant as the Munn Pitt Report and the report of the Libraries Advisory Committee to which I have already referred, but giving substance to much of what they recommended. The Conference emphasised the need for the organisation of public library services on a

regional basis and pressed for an increase in the State subsidy paid to councils and for an extension of central services given to Libraries under the Act. All of these things have now come about. There are regional services in the Upper Murray with headquarters at Albury, in the north-west, Namoi, with headquarters at Tamworth, in the south-west, with headquarters at Young, and more recently in the Clarence River Area based at Grafton. The organisation of libraries on a regional basis will play a more and more significant part in this State.

In the same year that the Libraries Advisory Committee was set up, librarians having met during the New Educational Fellowship Conference in Canberra, decided to form the Australian Institute of Librarians. This Institute held its first conference in Sydney in 1938. Mr. W. H. Ifould, then Principal Librarian, was its first President and Mr. John Metcalfe its first Secretary. It established a board of examination and certification in 1942 with Mr. Metcalfe as Chairman, a position he still holds. This Institute performed invaluable pioneering work on the professional side of developing library services in Australia. In 1940 the Institute set up a Research Committee which reported on special library work in New South Wales and two years later the Council of the Institute appointed a committee to investigate the condition of special library services, to assess the quality of librarianship and library organisation in this field, and generally to bring about a recognition of the importance to commerce and industry as well as research institutions, of the place of the special library in the general economy of the nation and the need for highly trained professional librarians to staff these special libraries.

Commerce, Industry and Research owed a debt of gratitude to those who served on these early Committees of the Institute of Librarians and pioneered this important work. Not resting on a survey and enquiry as to needs, the special libraries committee did what they could to meet these needs. They arranged group meetings with lectures covering such subjects as classification, abstracting, the treatment of periodicals, arrangement of pamphlets, and trade catalogues, and the treatment of various types of material which are so important in

special libraries.

It was on this foundation that the Australian Library Association built its Special Libraries Section. The inaugural meeting of this Section was held in Melbourne in 1951, the Section being formally established the following year. At the present time there are in New South Wales 45 special libraries attached to Commonwealth and State Government Departments, public utilities and Crown agencies generally, 18 special libraries are maintained by learned societies, associations and similar institutions, and 35 industrial undertakings in this State have their own special library services of a standard which are not only adequate to their needs, but are staffed by professional librarians and are conducted to an acceptable standard.

I know you all recognise the important services provided by special libraries and you will recall that the terms of reference of the Libraries Advisory Committee made special mention of the need for provision of scientific, technical and sociological information services. Each one of you who is interested in the organisation of some particular field of library work might well keep in mind these terms of reference. They have inherent in them the Government of New South Wales' recognition of the need for what many of you are successfully doing to-day, of your labours in and through the Library Association of Australia, its branches and sections, to fill in the pattern that was set by our Government in 1937.

In my opinion, we in New South Wales have a responsibility not only to the people of this State, but to the Commonwealth to take the lead in developing library services. This is the oldest State in the Commonwealth. It has the largest population. It has, compared with the other States, a wide diversity in its commerce and industry. If this State fails to make this branch of the Library Association of Australia healthy, strong and vigorous, then the Association will find it difficult to maintain itself. All you have done in the past leads me to believe that you have no need to fear for the future, if each of you who are here this evening will play your part; then this Association, and through it the development of library services as a national necessity, will go from STRENGTH TO STRENGTH.

**You are invited to inspect our carefully selected stocks of**

BOOKS—Magazines, Maps, Atlases and Globes.

STATIONERY—including Card Indexes and Files.

FOUNTAIN PENS—Ball Points, Pencils and Refills.

ARTISTS' MATERIALS—Watercolours and Oils.

CARDS—for Birthdays, Anniversaries and all occasions.

PICTURES—Prints and Original Paintings—Mirrors.

***Other Departments and Services include***

PRINTING—Letterheads, Invitations, Return Thanks, etc.

FRAMING—Pictures, Photographs, Certificates, etc.

REPAIRS—Fountain Pens, Pencils, etc.

# Swain's Bookshop

(SWAIN & CO. PTY. LTD.), EST. 1895

123 PITT STREET  
SYDNEY — BW 1001

*Tenth, revised, edition . . .*

## Fruit Tree and Grape Vine Pruning

By GEORGE QUINN

(Late Horticultural Instructor, Dept. of Agriculture, South Australia)

The whole theory and practice of pruning of all fruits fully explained and illustrated. The new edition of this standard work includes a new section on pest and disease control.

Contents: Part 1—Basic Principles. Part 2—The Practice of Pruning: Deciduous Fruit Trees. Part 3—Evergreen Fruit Trees. Part 4—The Grape Vine. Pest and Disease Control in the Orchard.

PRICE, 21/-

## ROBERTSON & MULLENS Ltd.

107-113 ELIZABETH STREET, MELBOURNE

# **FORWARD LIBRARY SUPPLY**

WHOLESALE BOOKSELLERS

Room 1, First Floor

THE BLOCK, 98 ELIZABETH STREET

MELBOURNE, C.I.

C 1321 — FJ 3739

**GENERAL LITERATURE**

**FICTION**

**JUVENILE BOOKS**

*Suppliers to Libraries and Schools*

## **LIBRARY BINDING**

**SPECIALISTS**

—  
ALL WORK THOROUGHLY  
SUPERVISED

*Only Best Material Used*

•  
**LES. BADDOCK Pty. Ltd.**

(Established 35 years)

162 RILEY STREET, SYDNEY

Tel. FA 1174-5

AND REPRESENTATIVE WILL CALL

*Applications are invited for  
enrolment in a*

## **CORRESPONDENCE COURSE**

for the

**L.A.A. PRELIMINARY  
EXAMINATION, 1955**

•  
*Enquiries should be addressed to:*

**JOHN HIRST, A.L.A.,  
82 Anzac Parade, Kensington,  
SYDNEY, N.S.W.**

# The Distribution of the Library Book Fund

## EXPERIENCE AND PROPOSALS AT TU

By D. H. BORCHARDT, M.A., DIP.N.Z.LIB.SCH.

*University of Tasmania*

Shortage of funds is the perennial problem of all university libraries. So perennial indeed that it is almost useless to write memos or reports on the subject since those who hold the purse strings say nothing but "We have heard it all before," and others reply regretfully that they can do nothing to help. The only remedy is, therefore, to use the limited funds at one's disposal as best one can. There is the rub: who is to determine this "best"? There is, nevertheless, one small benefit derived from this shortage of funds. The necessity to select carefully the few books our budget allows us to buy prevents us from acquiring a great deal of ephemeral and time-bound rubbish which our wealthier colleagues in other parts of the world have to add to their shelves. Poverty doth make censors of us all—with apologies to Shakespeare.

The subsequent material is divided into two parts. The first contains some general remarks regarding the distribution of library funds, the other shows in outline the principles on which TU will divide its book budget in 1954-1955. It is to be understood that the new division of the book fund in the coming financial year is in the first instance an experiment only.

I. In most libraries there is a sharp division between book funds and periodicals funds. It is held that the acquisition of periodicals is the responsibility of the library as a whole, and that no individual department should be asked to devote its allocation for books to the subscription to periodicals. In the words of Robert Vosper: "This approach is important because of the many omnibus learned journals and because the library policy towards continuing subscriptions needs to be consistent." The control of periodicals and related subscriptions is too unstable if left to individual departments, since cancellations and renewals will alternate frequently with changes of staff. Intimately connected with the purchase of periodicals is their binding. Owing to the intricate administrative problems of this work it would lead to immediate chaos if the money allocated for binding were also to be divided on a departmental basis. It is most interesting to note in this connection that the University of California at Los Angeles switched from departmental buying to central buying from one University Library fund in 1949.

Notwithstanding the fact that periodicals should remain the responsibility of the University Library as a whole, the donation

TABLE A

	1950			1951			1952		
	(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
University	Expenditure on Books Periodicals Ratio £ £ (2) : (1)			Expenditure on Books Periodicals Ratio £ £ (2) : (1)			Expenditure on Books Periodicals Ratio £ £ (2) : (1)		
Melbourne ..	7176	6972	1	6062	5471	0.2	13,377	9701	0.7
Queensland..	5298	2306	0.4	6656	3509	0.5	8088	4720	0.5
Adelaide ..	3319	4659	1.4	4981	5681	1.2	6175	5460	0.9
West Aust.	3237	2171	0.6	4124	2266	0.5	6097	2704	0.4
Tasmania ..	4214	1507	0.4	6704	1815	0.3	3556	2075	0.6
New England	1193	532	0.5	1410	1308	1	1742	1488	0.8
Total ..	£24,437	£18,147	0.7	£30,037	£39,035	0.7	£39,035	£26,148	0.7



of periodicals or of subscriptions for their regular purchase is an acceptable method of helping to increase the library resources. As in all cases of donations, they should be subject to the agreement of the librarian and they should be free from binding clauses regarding special treatment of any kind that might prove to be a hindrance in the smooth working of the university library.

The relationship between the expenditure on books and on periodicals in Australian universities is shown in Table A, which presents the figures for 1950, 1951 and 1952. The ratio between the two items of expenditure is shown in column (3). The difference between Australian universities are interesting but do not necessarily reveal any differences of policy. Some institutions are older than others and the fact that some universities have special schools attached to them has a considerable influence on this ratio. Figures from the University of Sydney have not been available.

Because of a general interest in the problem of distribution of expenditure, an analysis of periodical expenditure at TU has been compiled for 1953. The analysis is based on fields of interest, *i.e.*, a subject division rather than a departmental division has been taken as a basis and the findings are set out in Table B below. Only those periodicals which fall clearly into any one section have been thus listed, while in all cases where the journal covers more than one subject it has been included under the heading "General." The table shows clearly that the group "General" is by far the largest. It also shows certain strengths and weaknesses in our collection due to many complex causes which do not concern the present reader.

The book fund of the TU (exclusive of periodicals) is at present divided into two lots. One, a general fund is administered by the librarian for the purpose of providing general reference material, back sets of periodicals and the overall "rounding off" of the library's holdings. The other is divided into as many equal parts as there are teaching departments. The professors or lecturers in charge are submitting their requirements up to the value of these allotments (at present £80); if their need exceeds these, further orders are placed against the general fund on consultation with the librarian. To date the total money available has never been

sufficient for the library's needs.

TABLE B

Subject	Expenditure 1953
	£
Botany	60
Classics	33
Economics	96
Education	37
English	27
Geography	39
Geology	65
History	86
Law	182
Mathematics	201
Modern Languages	52
Philosophy	22
Physics	157
Psychology	88
Zoology	19
General	370
	£1,534

It has been felt for some time that such a simple and almost unimaginative division of funds was not meeting the highly differentiated needs of the teaching departments and of the university as a whole. It is obvious that a number of complex factors affects the quantity of books needed by the various teaching departments, and that other factors again might affect the number of books that can be bought for a given sum of money in different fields of university teaching. While a number of systems of differentiation are known, none seem to provide a simple enough formula which would be adaptable to changing trends within the university. There is little purpose in having a very complex formula if it contains factors which, though apparently relevant, affect all book purchases equally.

A special note must be added at this point on the problem of variations in the prices of books in different fields. It is well known that English novels are considerably cheaper than engineering or science textbooks and that law texts are rarely available under £3 a piece, while many history books can be obtained at half that price. Nevertheless there seems little justification in taking this variation into account in devising a basis for a weighted distribution of the book fund. Part of the variation in price is undoubtedly counterbalanced by the factor of quantity; more books are published in the fields of history and literature than in other fields.



The following is a system of weighting devised as a basis for differentiation of the book fund distribution at TU.

- (1) To each teaching department (e.g., Economics, History, Mathematics) are allotted a certain number of points in a manner described in paragraphs (2) and (3). These points are totalled over all departments. The points so allotted to each department are then expressed as a percentage of the total. This percentage for each department is taken to be the percentage of the total sum available for distribution which is to be allocated to that department.

- (2) To obtain the points for a particular department, see paragraph (1), the following information is obtained regarding the department:

- (a) The number of first, second, third and fourth year courses offered and taught within the department;

- (b) The number of students enrolled for courses in the department;

- (c) The number of research workers in the department.

Each first-year course offered earns the department 2 points, each second-year course 3 points, each third-year course 4 points, and each fourth-year course 5 points. In addition the department gains 1 point for every 25 students enrolled and 1 point for every person engaged on special research work (post-graduate studies) in the department. The total of points for the department is determined by adding to the points earned under these heads a further 5 points if the subject is a "Laboratory-plus-Library" subject and further 10 points if it is a "Library-only" subject.

- (3) To illustrate: Botany has a total of 21 points, which in view of what has been said in paragraph (2) are arrived at in the following manner:

Source of points	Number of points
One first-year course .. .. .	2
One second-year course .. .. .	3
One third-year course .. .. .	4
One fourth-year course .. .. .	5
Thirty-one students in 1953 .. ..	1
Research workers in 1953 .. .. .	1
"Laboratory-plus-Library" figure ..	5
Total .. .. .	21

On the basis of this system the existing departments should receive a percentage of the total departmental book fund as indicated in Table C. The actual amount available to each department under this arrangement has been calculated on the assumption that the total sum for departmental use is £2,000, and this amount is also shown in Table C.

It will be seen that the smallest amount allocated is £80, which is the sum each department has been receiving until now. From past experience it has been found that the work of the department would be very seriously hindered if less than this amount were to be spent.

TABLE C

Department	Book fund available	
	in %	in £
Botany .. .. .	4	80
Classics .. .. .	8	160
Economics .. .. .	15	300
Education .. .. .	7	140
English .. .. .	6	120
Geography .. .. .	4	80
Geology .. .. .	4	80
History .. .. .	9	180
Law .. .. .	9	180
Mathematics .. .. .	6	120
Modern Languages .. .. .	9	180
Philosophy .. .. .	5	100
Physics .. .. .	5	100
Psychology .. .. .	5	100
Zoology .. .. .	4	100
	100	£2,000

An explanation may be desirable regarding the high figure for Economics (15%). This figure is arrived at simply because in this case the word "Department" stands in reality for a whole *faculty* comprising Economics, Accounting and Public Administration. The same applies to Law in some respects.

It may also be argued that the allocation of 1 point for every 25 students is possibly inadequate. However, it is not the general policy of this Library to provide prescribed books for all students. While some important texts may of course be made available in multiple copies, the number of students should rather demand an increased variety of texts on certain subjects and not a mere duplication of "set books."

II. When considering Table C in relation to the subjects taught at this University, it becomes obvious that a division of the book budget on a departmental basis leaves much

to be desired. In the case of History, for instance, two fairly distinct subjects are combined at present under the aegis of the Chair of History, viz., History and Political Science. Similarly in the case of Modern Languages, French as well as German books must be provided on a reasonably even basis since the same number and grades of courses are offered in both languages. The case of the Economics department has already been mentioned.

It is therefore proposed to discontinue this method of allocating funds and to take a subject division as a basis for their distribution. Such a division would have the following advantages:

- (1) It avoids the vague and unreal division on the basis of teaching departments whose subjects frequently overlap in various fields.
- (2) It presents a much better picture of library development.
- (3) It provides many teaching departments with more adequate funds without depriving any single department of a minimum requirement.

The differential distribution of book funds on a subject basis will, in principle, be the same as that for a departmental basis. Table D shows the proposed division of the sum of £2,000:

It will be noted that Table D includes a subject which in the past has not been considered separately: Fine Arts. On the other hand, the splitting of departments has in some cases necessitated a very slight reduction of the subject totals per department as compared with those set out in Table C. This does not invalidate the points system used, but rather draws attention to the fact that on a subject basis of division the book fund will be more reasonably distributed. It must be borne in mind that any division of this nature is in the first place only an approximation and, secondly, it is not proposed to do more than try it out for a limited

period of time, say two or three years, after which period the percentages may have to be revised.

TABLE D

Subject	Book fund available	
	in %	in £
Accountancy .. ..	2	40
Botany .. ..	4	80
Classics .. ..	6	120
Economics .. ..	7	140
Education .. ..	6	120
English .. ..	8	160
Fine Arts .. ..	4	80
French .. ..	5	100
Geography .. ..	4	80
Geology .. ..	4	80
German .. ..	4	80
History .. ..	5	100
Law .. ..	7	140
Mathematics .. ..	6	120
Philosophy .. ..	5	100
Physics .. ..	5	100
Political Science .. ..	4	80
Psychology .. ..	5	100
Public Administration	5	100
Zoology .. ..	4	80
	100	£2,000

A brief bibliography is appended which lists some important papers on the subject of book funds, but which lays no claim to being exhaustive.

#### BIBLIOGRAPHY

- WILSON & TAUBER.—The university library, Chicago, 1945.
- ELLSWORTH, R. E.—Summary of current practices in colleges and universities with respect to the management of book funds. (CRL v3: 252-255, 1942).
- FALLEY, E. W.—An impersonal division of the college book fund. (LJ v64: 933-935, 1939).
- HEKHUIS, L.—A formula for distribution of library funds among departments. (LJ v61: 574-575, 1936).
- URBAN, C. S.—Certain aspects of the division of the library book budget among departments at several Mid-Western Colleges. (MLA quarterly, v13: 1-4, 1952).
- VOSPER, R.—Allocation of the book budget: Experience at U.C.L.A. (CRL v10: 215-219, 1949).

#### BOOKS FROM INDIA

Some books recently to hand seem to indicate considerable improvement in standards of book production in India. Through the generosity of His Excellency the High Commissioner for India, copies have recently been presented to some of the

major Australian libraries of the new standard work on Mahatma Gandhi by Tendulkar. It is very interesting to compare it with the distinctly uninspired productions in which the volatile spirit of Ranganathan has had to find its physical embodiment!

## **MOORE'S BOOKSHOP PTY. LTD.**

**264 PITT STREET  
SYDNEY**

Booksellers to Public, Municipal, Shire, Bank,  
Institutional and Factory Libraries throughout  
Australia.

Representatives for George Blunt & Sons Ltd.,  
Library Bindings in Australia and New Zealand.

LISTS AVAILABLE

SPECIALISING IN BOOKS FOR CHILDREN OF ALL AGES

## **WHITCOMBE'S BOOK SERVICE**

*Consult us for the latest in  
fiction, biographies, juvenile,  
travel, educational and text  
books.*

**WHITCOMBE & TOMBS  
Pty. Ltd.**

332 COLLINS STREET,  
MELBOURNE

'Phones: MU 5566, MU 5454

## **Speagle's Bookshop**

***The Children's Book  
SPECIALIST***



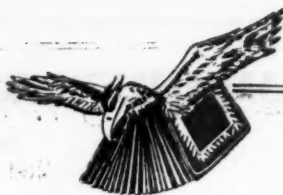
FIFTH FLOOR

317 COLLINS ST., MELBOURNE, C.1  
(Near cr. Elizabeth St.)

MU 3296

# L. J. Cullen

*specialising in . . .*



Library Stationery  
Library Bookbinding  
Special Printing  
Dewey Shelf Guides etc.

Country Clients—

We welcome all  
enquiries and  
guarantee service.

All work manufactured and produced  
on our own premises at—

75 CANTERBURY ROAD, BANKSTOWN,  
SYDNEY, N.S.W.

Phone: UY 2256

## OUR ADVERTISERS—BLESS THEM!

"It is an extreme evil to depart from the company of the living before you die," (Seneca); "Friends, Romans and advertisers, we come to plead for the Journal, not to bury it." (Anon.).

Do you want to see the Journal remain a periodical that is worth reading, that is of a reasonable size and that can continue to play an important role in the Australian Library movement? It may not necessarily be the policy of the Association that the Journal should be entirely self supporting; but too great a gap between the cost of production and the amount the Journal earns may well result in a reduction in size.

Would you stand by and see our four year old child grow thin and anaemic and perhaps be forced under the subject heading "Death apparent"?

How is this to be averted? How is the Journal to approximate a state where it is self supporting? We now subtly introduce the point of this sermon. We want more advertisers and we want to keep the ones we

have. So, dear reader, whenever you can catch a prospective advertiser unawares, get him signed up for a quarter, or half or full page ad. in our next issue.

## ERRATA

Mr. R. K. Olding wishes to record the following corrections to his article in the January issue [OLDING, R. K., A system of classification for music libraries. *Aust. Lib. J.*, Vol. 3, No. 2, p. 13]:

Page 17, column 2, Table 4, Common subdivisions, class "k," catalogues, bibliographies, should read class "m," catalogues, bibliographies. There is no class "k" in the table of common subdivisions.

Similarly, on page 18, column 2 . . . "A system of classification, . . ." should have the class number m6N29, followed by . . . 6= canonic division for classification of class "m."

## Special Libraries

### INFORMATION OFFICER *versus* SPECIAL LIBRARIAN

The Special Libraries Section presents a discussion from opposing view points on a question often asked by industrial management, when planning their information and/or library services. The contenders are Mr. J. F. H. Wright, Information Officer, of the

C.S.I.R.O., Melbourne, and Miss J. Tighe, Librarian, N.S.W. Public Health Department, Sydney. The Section hopes that the arguments raised will stimulate further discussion among members and perhaps some polite correspondence.

#### *Versus* SPECIAL LIBRARIAN

By J. F. H. WRIGHT, *Information Officer*

The position of the scientific information officer is in some respects unenviable. On one side are the specialist research workers, each knowing nearly everything about something. On the other are librarians, ready to open up books at the appropriate pages to disclose something about nearly everything. Both groups view him with some doubt. Before him, earnest and expectant, are enquirers. It might be asked why he is in that position if these enquirers can get the information they need from those on either side of him. The answer is, of course, that if they could there would be no need for him to be there. The information officer came into being because people kept asking questions which specialists and librarians either could not or would not answer. He is there, in fact, because he is needed.

One difficulty in any discussion of the appropriate functions of special librarians and information officers is that both of these designations have been applied in rather haphazard manner. Consequently it is not difficult to find people described as information officers who are chiefly concerned with library work and *vice versa*. The Oxford English Dictionary defines a library as "a building, room, or set of rooms, containing a collection of books for the use of the public or of some particular portion of it, or of members of some society or the like," and a librarian as "the keeper or custodian of a library." "Special" according to the same authority means "of such a kind as to exceed or excel in some way that which is usual or common." Doubtless some of those designated as "special librarians" could be

described in these terms, but it is doubtful if they provide an adequate general definition. On the other hand, a combination of the definitions of "information" and "officer" given by the Oxford Dictionary leads us to the definition of information officer as "one who performs (the) duty, service, or function" of communication of "knowledge . . . concerning some particular fact, subject, or event."

E. B. Uvarov has suggested recently (*Engineer* 195 (5079): 770, May 29, 1953) in this connection that we should "leave the slippery slopes of sterile semasiology and get on with our various jobs." The real meanings of the terms concerned are those attached to them in everyday usage. Although they have been applied loosely, fairly well defined and distinctive functions are attached to each in practice. The information officer is a relatively recent phenomenon and with a few exceptions, institutions in which information officers are now found existed at some time without them. In many cases libraries were established before the need for information officers was felt. Within an institution, anyone needing information, unless he could persuade or order someone else to do it for him, personally consulted whatever relevant literature he could find in the library of the institution, if there was one, or elsewhere if there was not. Sometimes, if he was fortunate, he was assisted in locating relevant material by the librarian. Where enquiries were received from outside, they often caused embarrassment since it was really no one's special task to answer them and any person to whom they were assigned regarded them as a nuisance.



Frequently such a situation has resolved itself through some member of the scientific staff, less resistant than the others, being given more and more enquiries to handle and, eventually finding himself really interested in and fully occupied with this work, thus becoming, in fact, an information officer. In other cases librarians have become less concerned with what is normally regarded as library work and more and more concerned with getting information out of their libraries and some have also become information officers. It is important to note that in the process of becoming information officers both the scientist and the librarian have moved from their original work to a new type of activity. The distinguishing characteristic of a scientific information officer is that he is primarily engaged in supplying information on scientific matters.

In the definition of "special librarian" derived above from the Oxford Dictionary, the adjective "special" was applied to the word "librarian." In practice, however, the term applies to the library rather than to the librarian. A special librarian is, in fact, a librarian attached to a special library. A special librarian is primarily a librarian and is necessarily concerned with the physical problems of library operation such as acquiring and accommodating library material, cataloguing, handling exchanges, loans, and so on. If the special librarian devotes attention to getting information out of the library in response to enquiries, this is clearly one only of many tasks to be fitted into any time left over from the others.

It is inevitable that the backgrounds of those concerned with information work will affect the ways in which they handle it. The information officer who started as a working scientist is likely to make considerable use of what he himself knows and of what he can learn from discussion with working scientists, whilst the ex-librarian might be expected to regard the literature as the main source of information. Neither course can be recommended unreservedly, since each involves the possibility of overlooking important information. Knowledge existing in unpublished form, including that most recently discovered, will certainly be missed if only published literature is consulted. The good information officer, whatever his background, will make use of all relevant sources, evaluating what is available from each, and selecting what is most appropriate.

The real test of an information officer comes when the enquirer asks a question which is not the one he really needs answered. This is a fairly common occurrence. Many enquirers ask for something to deal with the obvious symptoms of their problems. The conscientious information officer must attempt to determine if symptomatic treatment is all that is necessary or if the problem arises from causes unsuspected by the enquirer. A person asking about chemicals for the prevention of mould growth may really need advice on ventilation. To an industrial technologist enquiring about equipment for a heat curing operation the most helpful reply might be to suggest changing to the use of cold curing materials of which he had not previously heard. In this "diagnostic" aspect of information work, training and experience in the scientific field concerned is an obvious advantage, and library training is practically valueless. No matter how conscientious and successful an effort may be made to produce all relevant information on a question, little real aid is given to the enquirer unless the right question has been asked.

It is also important that information when supplied to an enquirer should reach him in a form in which he can make use of it. It is obvious that a paper in a foreign language that he cannot understand is of little value even if it does contain precisely the information he requires. It is not quite so obvious that a paper or textbook in his own language may be almost as unintelligible. But this is likely if it contains unfamiliar terminology or phraseology or if the author has assumed prior knowledge of the subject. Even among scientifically trained people difficulties of this sort are increasing. To a first class botanist most of the papers appearing in a current issue of the Australian Journal of Physics would not be easy reading. A physicist would probably need assistance to digest an average paper from the Biochemical Journal. A person without scientific training could not be expected to understand much from either. Thus in dealing with a particular question more is required than merely placing before the enquirer published material containing the information he needs. One cannot help feeling sorry for the earnest enquirer who, having sought help, is given nothing but a massive bibliography. The information officer must find out enough about his enquirer to enable him to decide how the appropriate information should best be presented to him.

Training and experience in the subject concerned make it possible for the ex-working scientist to assess the extent of the enquirer's knowledge. Familiarity with the subject enables him to present the information in the simplest terms if necessary without loss of accuracy.

In larger establishments, and in some smaller ones, information work involves more than the provision of answers to enquiries, and may include translation, indexing, abstracting, bibliographical, editorial, liaison, and intelligence work. There are cases where one person, who may be labelled librarian, information officer, or something else, gives some attention to all of these functions. Where several people are employed, some degree of specialization is desirable and usual.

Since the efficient use of the ability of the

various specialists depends on correct assignment of work to them, the person in charge must be capable of evaluating each problem encountered, and deciding how and by whom it should be handled. To do this, he must have an adequate background of scientific training and experience, and preferably also training in one or more of the specialist fields concerned. The special librarian is an indispensable member of the staff of specialists, but if trained only as a librarian is unlikely to be found capable of undertaking the responsibilities of the more senior position. The very rare person with the ability to acquire both library and scientific qualifications and to become competent in information work would, of course, be an admirable choice as head of an information unit. But one so gifted would be unlikely to stop at information work. For him, nothing less than top management would be appropriate.

### ***Versus* INFORMATION OFFICER**

By JOAN TIGHE, *Special Librarian*

One of the most controversial matters in special library work is the relationship between "the information officer" and "the special librarian." It has been difficult to decide whether an information officer and an information bureau are something quite different to a special librarian and a special library or whether it is not merely a case of a rose by any other name will smell as sweet.

The main co-ordinating agent in Great Britain dealing with the philosophy and problems of the literature of a special field is ASLIB, the Association of Special Libraries and Information Bureaux. It would seem from their very title that they do consider there is a difference, but just what is the officially accepted difference is not easy to discover. A copy of ASLIB Proceedings taken at random (August, 1952) contained seven articles, three by persons calling themselves librarians, two by information officers, one by a secretary of an industrial firm, and one by the Organization Officer of Her Majesty's Treasury.

Turning to the articles to see whether a difference is revealed is of little assistance. The information officers tell you how to run libraries and stitch bulletins and the librarians tell you how to find out and disseminate

information. The Organization Officer confined himself wisely to a new recording process called Micro-opaques.

If you came to this query with a preconception such as expecting the information officer to have the advantage of the special librarian, in possessing specialist knowledge of his field, one of the articles by Information Officer P. W. Nash, B.A., is puzzling. He functions at the Sondes Research Institute in Working, and supposedly his Bachelor of Arts degree equips him in information of a most varied nature ranging alphabetically from abrasives to weed killers. While it is advocated that the Arts degree should be liberal, it is not usually as liberal as Mr. Nash's range implies.

Can we define "information officer"? J. Farradane, the Scientific Information Officer of the Tate and Lyle Research Laboratories, writing a letter to the Engineer (April 10, 1953, p. 534) says: "That it must be realised that information officers are essentially research scientists who happen to have specialised in the problems of information." He continues that such men and women are an integral part of the research team. They do of course, he says, use libraries and other sources of information

extensively, but contacts among their scientific colleagues, to whom they speak on equal terms, are equally important.

He continues: "Wide scientific reading and if possible practical research and works experience are essential to the job. An experienced information officer of this kind cannot only answer many simple enquiries out of his head (which is much quicker than a search by a less informed person), but he can deal more efficiently with the types of enquiries which have no complete answer or which are of an indefinite research nature. In the active dissemination of information (in advance of enquiry) he can have an insight into the needs of the research worker or works technician, which greatly aids the provision of the right information to the right man at the right time. . . . Although information officers are frequently called upon to take charge of small libraries in industry, they are not and have no need to be librarians. They are only experienced users of libraries."

Now in our search for definition let us check back through this rather long quotation from Farradane, highlighting several points. Firstly, he says the information officer is essentially a research scientist, which means, we presume, that he is one who has specialised in a science and continues to look for fresh facts about that science. He adds to this basis a further specialisation in the problems of information.

What does he mean by this? Surely the problems of information are how to find things out! A specialist here would have to know that information must be recorded, indexed, classified. "The Problems of Information" can only mean "librarianship." However, Farradane denies that he needs knowledge of librarianship.

In this letter by Farradane he does not limit his field of reference. It surely is not meant that one research scientist can move into any field and organise its information. Unless it is the philosophy of being a research scientist and not the specific knowledge he has acquired which fits him to be an information officer, then he would have to be a chemist when chemical information is required, a physician when medical information is required.

If we agree there is a need for the person handling information to have detailed knowledge of his field, where is the industry or

research laboratory left where all the workers employed are of the same specialty, so that one information officer can be conveniently appointed to be their alter ego?

Now, secondly, Farradane says a successful information service requires an officer running it to have contacts among his scientific colleagues, speaking to them on equal terms. We don't think he could mean that scientific workers have formed themselves into a social group which will not talk to lesser breeds without the law, but only to their own kind. He possibly does mean that when a question is asked, the enquirer does not have to explain the elementary premises of his question before the information officer tells him the answer or goes looking for it. It has never been suggested that an ignoramus can find answers as quickly as someone who has an appreciation of what possible answers there could be. But it seems that Farradane may be exaggerating just how detailed this knowledge need be.

The next point we can take is the claim that practical works experience is essential to the job. Desirable, yes! Essential, no! It is like saying a pilot should have been an aircraft designer, an aircraft builder, an aircraft mechanic. These things are all most helpful to the pilot and might guarantee that he will have a sympathetic interest in the problems of other persons, but he can still have a sympathetic interest without being any of these things. Even if he has, it doesn't mean that he becomes a better pilot.

One of Farradane's most controversial points is his saying that so thorough should the knowledge of his subject field be that the information officer should be able to answer many questions out of his own head. This forces two questions. Who are the people who would ask him the sort of questions that he could answer out of his own head? Is it not desirable to show people references to make their own assessment?

Now Farradane has said that he is one research scientist who is the equal of other research scientists. Surely the knowledge of the other research scientists would be equal to that of the information officer. It would be a rare occasion when they came for an answer out of his own head, because they would know this information already.

If he is information officer for an organization dealing with the uninformed public, it

could be that answering out of the head is desirable, providing of course that the public is prepared to accept the answer as reliable when they haven't seen it in print. Any person with some years' experience in a job can answer certain questions out of the head, and the questions are no better answered by an information officer than by an experienced clerk.

Serious seekers after information like to see their own references, for it is in journals and books that the considered opinions of authorities are to be found. If an information officer finds these references for you and, to save time, abstracts or precis's them for you, you still have to make up your own mind. It is difficult to see how one research scientist would be prepared to take the opinions of an information officer without examining the sources and authorities of his opinion. As Collison says, in his book "Information services: their organization and administration," Lond. 1950, "the trained librarian has in his training acquired a sense of duty which demands that he shall present all the information in his power without letting his own opinions or ideas intrude."

In a further attempt to see what is the work of an information officer that distinguishes it from librarianship, ASLIB Proceedings, August, 1949, p. 83, on the training of information officers, must be examined. It includes a suggest syllabus for an examination as follows:—

*Section A.*—Methods of dissemination and presentation of information, including abstracting, editorial, reference and enquiry work, selection of information.

*Section B.*—Organisation and administration of Information Departments.

*Section C.*—Bibliography and Documentary Reproduction.

*Section D.*—Principles of classification and cataloguing.

If this is what an information officer has to know, plus the fact that, as the ASLIB Education Committee says, "one essential qualification for senior posts in information work is a knowledge of the subject concerned, which will normally be attested by a university degree or comparable qualification"—if all this is an information officer, then an information officer is a special librarian.

We librarians feel that the special librarian is one who is trained in the general principles

of librarianship, cataloguing, classification, accessioning, etc., the basic, indispensable aspects of the craft. On to this basis is welded the special techniques of advanced reference work and service to a known group of people and through the various channels dissemination of the latest information.

The first half is the basis of the other specialties in library work as well. The second half is what the information officer, if he exists beyond the library field, needs to know.

We don't feel that there is no place for people called information officers, who have no library training, but we seriously doubt whether they can do or be all the things Mr. Farradane says they do and are. If they follow such a course as ASLIB recommends then they are special librarians and the alternative term "information officer" could very well be dropped.

Frequently one finds statements in articles written by information officers that every information officer should have on his staff at least one fully trained librarian. In our opinion this is as silly as saying that every cataloguer should have on his staff one fully trained librarian.

Perhaps the situation could be summed up in the following seven points:

1. All organizations should provide themselves with the latest information on their subject fields.
2. The only place to keep this information is in an organised library.
3. The person in charge of a library is a librarian.
4. If the library is large, functions will be divided possibly into a cataloguer, an accessions officer, an information officer.
5. An information officer is a librarian who handles bibliographical research and co-operates with the other librarians in the dissemination of new information.
6. If the library's field is clear cut, it is desirable to recruit librarians with previous subject experience.
7. If a librarian without subject experience and a subject expert without library training are offering, the librarian is to be preferred. The subject expert can be recruited to do bibliographical research at the librarian's direction, but should be encouraged to commence library training immediately.



## Branches and Sections

### AUSTRALIAN CAPITAL TERRITORY

The Annual General Meeting was held on February 3rd, at which the Annual Report for 1953 was presented and adopted. At the conclusion of the meeting three films, "This is Britain," "Black and White," and "Operation Hurricane" were shown to members.

On Wednesday, 10th March, members had the pleasure of meeting Dr. T. R. Schellenberg, Director of Archival Management, National Archives and Records Service of the United States, Washington, D.C. Dr. Schellenberg is in Australia under the Fulbright Scheme and is attached to the National Library in Canberra. He gave an address, illustrated by film slides, entitled "Archival development in the United States of America." The address was followed by a short screening of films. Whilst in Canberra, Dr. Schellenberg conducted an Introductory Seminar on Archives Administration.

Miss Joyce Jackson has left the National Library to take up duties as the Chief Cataloguer of the Library Board of Western Australia.

Mrs. Heather Chodowski (formerly Miss Gubbins) has resigned from the National Library and library work.

### NEW SOUTH WALES

#### Meetings.

The annual general meeting was held on 18th February. Mr. E. Seymour Shaw, M.B.E., gave the Presidential address. His subject was a review of library developments in New South Wales since 1937 and the work done by the Library Association of Australia. An extract of this excellent address was afterwards published in the *Daily Telegraph*, and it is hoped that further publicity will be gained in country newspapers.

A programme of meetings for this year has been arranged and Branch members will be informed of it by circular.

#### Salary Claims.

Only one of the claims mentioned in the last issue has been heard as yet. The Parliamentary Library officers gained an award from the Conciliation Committee, which disappointingly gave only part of the rises claimed.

### Government Libraries.

In honour of the Queen, a Luncheon was given by the State Government at the Trocadero on 4th February. Representatives of women's organizations and other leading women in N.S.W. were the guests. Miss Mander Jones, the Mitchell Librarian, and Miss Arnot, the Head Cataloguer of the Public Library of N.S.W., attended. Mrs. Metcalfe, wife of the Principal Librarian and President of the National Council of Women, was presented to the Queen with the President of the C.W.A.

Mr. and Mrs. Metcalfe were guests in the official stands at the Landing and at the Lord Mayor's Ball.

The Public Library of N.S.W. exhibited books featuring Royal Visits from 1868 to 1954.

A new building, 80 ft. by 30 ft., being erected for the Hawkesbury Agricultural College Library, is nearing completion.

A new building for the Parramatta Mental Hospital Library was opened on 6th November, 1953, by the Hon. M. O'Sullivan, M.L.A., Minister for Health. This Library was the first one opened in the Hospital Library Service of New South Wales in 1949.

The Education Department Library is celebrating its jubilee. It was founded in 1904 to serve Inspectors of Schools and now serves Inspectors and other administrative staff.

### Public Libraries.

New buildings are being erected for the Bankstown Municipal Council Library, Cootamundra Council Library and Grafton City Council Library.

### Audio-Visual Section.

Members interested in library work with films, gramophone records, tape recordings or any other audio-visual aid and interested in the formation of a section to deal with these matters are asked to contact Mr. A. R. Horton at the Public Library of New South Wales.

### Books on Library Economy.

The Council have decided to help student members in the country by donating books on library economy to the Circulation Department of the Public Library of New South



Wales, with the approval of the Principal Librarian. Twenty odd books already held by the Branch and the sum of £20 have been given for this purpose. These books will supplement those already held in the Department and will be of most help to Preliminary candidates.

This move resulted from the report of a committee appointed to consider what more could be done for Affiliate, Corporate and Country members.

Should it prove successful further gifts will be made of books at both the Preliminary and Qualifying levels. Country members are asked to tell the Branch Secretary, Mr. A. R. Horton, at the Public Library of New South Wales, Macquarie Street, Sydney, what books they find most difficulty in obtaining.

Any other members who have text-books that they are willing to donate for this purpose should also contact the Secretary.

#### **Personal.**

Mr. G. D. Richardson, M.A., formerly Acting Reference Librarian of the Public Library, has been appointed Deputy Principal Librarian and Dixon Librarian.

Miss W. Radford, B.A., B.S., formerly Technical Officer, Library Board of N.S.W., has been appointed as Reference Librarian, Public Library of N.S.W.

#### **Meetings. QUEENSLAND**

Since the last Queensland Branch news appeared there have been two general meetings and a number of meetings of the Discussion Group. At the last meeting in 1953 the annual election of officers for 1954 took place and the results appeared in the last Journal. At the same meeting two films were shown by Mr. Stapleton—"Making Books," a film which belongs to the Library Board of Queensland, illustrating technical production processes, and "The Impressionable Years," which recorded activities of the New York Public Library Children's Section and was lent by the United States Information Service, Sydney.

Mr. Bryan arranged a display of book jackets which, as he pointed out, had been selected by the University Library Staff from additions made to the Main Library during 1952. The jackets were selected with a view to their attractiveness to the general reader. Mr. Bryan brought the subject to the notice of the Psychology Department of the Univer-

sity and a Psychology Honours Student is now doing a project on it.

At the first meeting of the Branch for this year members were addressed by a group of Special Libraries personnel on the technical Libraries of Brisbane. They were Miss N. Turnbull (Queensland Museum Library), Miss J. McPhail (C.S.I.R.O. Library), Miss N. Wensley (Dept. of Health and Home Affairs Library), Mrs. M. Macgregor (Queensland Institute of Medical Research Library), Miss L. Power (Dept. of Civil Aviation Library), Mr. C. Schindler (Dept. of Agriculture and Stock Library), Miss K. O'Brien (Dept. of Works Library), and Mr. J. Sirovs (Appleton Industries Ltd. Library).

This meeting was the first of a series which will high-light some of the less publicised libraries in Brisbane, later talks will cover, for instance, the Oxley Memorial Library in the Public Library of Queensland, the Parliamentary Library and the Historical Society Library.

Mr. C. Schindler advised the meeting that he had prepared a list of books and periodical articles of interest to Qualifying Examination candidates that were available in Special Libraries in Brisbane.

#### **Discussion Group.**

Meetings of the Discussion Group, well attended by members, have been addressed by the following speakers:

Mr. F. A. Sharr, Executive Officer of the Library Board of Western Australia, discussed the "Library Situation in Western Australia." Miss P. Robinson, Head Cataloguer of the Public Library of Queensland, led the group on "Some Aspects of Cataloguing," and Miss A. Lacey spoke on the "United States Information Service in Australia."

#### **Royal Visit.**

Functions associated with the Royal Tour spotlighted two of Brisbane's larger libraries.

The Parliamentary Librarian (Mr. S. G. Gunthorpe) tells us that, after the reception of guests on the evening of 10th March, the Royal visitors came into the Library and spent several minutes turning over the pages of a book bearing the inscription in Queen Victoria's handwriting "Presented to the Parliamentary Library of Queensland in memory of her great and good husband by his broken-hearted widow. Victoria R. 1864."

For the first time in Queensland, television was used to relay the happenings at Parliament House to the patients in Greenslopes Repatriation Hospital. Another TV receiver was installed in the Library on which was seen very clearly what was happening in other parts of the building and in the grounds outside.

On Wednesday, 17th March, His Royal Highness the Duke of Edinburgh paid an informal visit to the University at St. Lucia and met a number of student representatives in the central reading room of the Main Library. The Librarian, Mr. Bryan, was presented to the Duke, who showed a lively and informed interest in the organisation of the Library and in library co-operation.

#### Library Developments.

Cabinet has approved of the remodelling and enlarging of the Oxley Memorial Library, which will be extended to the eastern wall of the Public Library building and when complete will occupy a floor space of approximately 2,000 square feet. Features of the remodelling include cold cathode lighting, egg-crate type ceiling, redesigned and modernised entrance with plate glass doors, and new furniture and shelving. The whole is to be painted in pastel shades and bright colours.

In the latter part of 1953 the Bibliography of Queensland Verse with biographical notes, compiled by Mr. J. H. Hornibrook, Honorary Secretary of the Oxley Memorial Library Advisory Committee, was issued as Publication No. 1 of the Library Board of Queensland for the Oxley Memorial Library. The edition was limited to 450 copies, bound in buckram in the Public Library bindery.

Under the auspices of the Library Board of Queensland, coaching classes for the Preliminary Examination are being held at the Public Library for one hour on three mornings per week and are well attended by staff members of the Public, Municipal, University, C.S.I.R.O. and other libraries. The Branch has undertaken the organization of coaching classes for candidates for Qualifying Examination papers, Q1-3 cataloguing and classification, Q5 special libraries, and Q10 Library work with children. These are likewise well attended by a representative group of students.

Mulgrave Shire Council's Library at Gordonvale was opened on 19th February in

the School of Arts building, which was taken over by the Council and remodelled. Miss Gloria Huish, of the Public Library Staff, spent some weeks at Gordonvale engaged in training the local librarian and in the preliminary work of processing the bookstock. Enrolment on the opening day was 30 adults and 150 children, and these figures have since increased to 106 adults and 235 children. During the library's first week 426 books were issued to children and 223 to adults.

On 4th December last, Townsville City Council's Children's Library was opened in a large, light, airy, upstairs room of the municipal building in Flinders Street, and is under the able direction of Mrs. A. M. West.

Laidley Shire Council has applied for a loan of £8,000 to erect a brick veneer building for office and library purposes. It is intended that this should replace the School of Arts building taken over by the Council, which is very old and has proved too small for the expanding library.

#### SOUTH AUSTRALIA

The first meeting of the Branch was held on Thursday, 18th February, the speaker being Miss Jean Holland, of the Long Range Weapons Establishment Library. Miss Holland has recently returned from a trip abroad, during which time she worked in the Technical Information Bureau of the Ministry of Supply in London, as well as attending conferences and visiting other libraries.

Being herself a special librarian, Miss Holland's interests were mainly in this field, and she gave interesting details of ASLIB conferences. She also visited libraries in Sweden and Spain, and gave brief details of them.

In March a visit to the Barr-Smith Library of the University was organised. Mr. Cowan, the University librarian, and his staff conducted members on a comprehensive and extremely interesting tour. A point particularly noted was the admirable order maintained in the stacks.

#### TASMANIA

The slight alteration in the Branch Constitution which facilitates an earlier election of the Branch Council and Officers for the year, has enabled the new council to formulate plans for the first half of 1954, and the

several council meetings held have proved very fruitful of ideas. It is regretted that Mr. H. V. Bonney had to retire from the position of Secretary, his work in the past year having been most useful to the Branch; Mr. A. L. Rennison, Librarian of the Electrolytic Zinc Co., has taken over the duties of Secretary during the remainder of the year.

The first Branch meeting was held on 17th February, to which were submitted the reports of the Representative Councillors, Mr. H. V. Bonny and Mr. D. H. Borchardt, who described and elucidated the proceedings of the General Council held December last. Their full report was followed by a lively discussion on points relating to examinations and qualifications, conversion of loan funds, editorship of the Journal, and the passing of the initiative in the Promotion programme back to the Branches. A number of questions were referred back to the Branch Council so that items could be framed for inclusion in the Agenda of the next General Council meeting. It is still regretted that copies of the Agenda are not available at an earlier date so that our representatives might have more opportunity to examine items of possible controversy. It was also noted that the decision to allow student members to vote on attaining the age of 21 may mean that matriculants aged 17 will now have to wait four years for a vote.

In 24th March the Branch was most fortunate in having the honour of meeting Dr. Theodore R. Schellenberg, Director of Archival Management in the National Archives, Washington. He gave an informal talk on the development of the National Archives movement, and illustrated the discussion with colour-slides of the National Archives building, and gave us some idea of the complexity of the records preserved.

During the first quarter of 1954, Miss N. Cole, Miss D. Belcher and Miss M. Meston, have rejoined the Branch on their return from visits to England, and Miss Meston has recently taken up the post of Deputy Librarian of the University of Tasmania. Miss J. Mackenzie has been appointed as Librarian of the Launceston Technical School. The extension of library service to yet another municipality, that of Ringarooma, has been announced for commencement on 1st July.

Several interesting forthcoming talks scheduled include one by the President of the Library Association of Australia, Sir John Morris, on 14th April; one by Dr. W. Bryden, Director of the Tasmanian Art Gallery; and in June, members of the Branch will be visiting the Australian Newsprint Mills at Boyer.

### VICTORIA

The policy of the Free Library Service Board in subsidising Councils on a pound for pound basis for their library expenditure continues to assist library development in this State. It is interesting to note that Victoria is the only State in the Commonwealth where the pound for pound subsidy basis is in operation completely. There is no ceiling on the subsidy.

This year sixty Councils will share nearly £100,000 in subsidy. The libraries operated by the Council will serve over one million of the population of Victoria—nearly fifty per cent. Camberwell, which has the highest population, 10,000, of any Municipality in the State, except the city of Melbourne, is one of the newcomers this year. This means that sixteen out of the twenty-nine Metropolitan Municipalities now receive library subsidy.

Three new services were opened recently. The Children's Section at Coburg was opened on April 10th and as three large schools are almost next door it is expected that Mr. Gregory, the Librarian, will shortly be looking for more accommodation. (Coburg now issues an extra two non-fiction tickets to any adult desiring them, which will no doubt affect their circulation figures.)

Newtown Branch Library was opened officially on March 30th. This Library has the distinction of being the only complete brick building to be erected in Victoria specifically for Library purposes since the war. Let us hope many other Councils follow this lead. The building is extremely well designed and is most attractively finished. It should prove to be the prototype of many other small library units.

Sunshine Library opened on March 1st and is proving very popular with residents. Already 1,400 children and 750 adults have registered as borrowers.

Mr. C. P. Billot, who did so much for the Box Hill Library, has sought fresh worlds to

conquer. He has accepted the position of Librarian to the Flinders Shire, which is rather a unique municipality in that it consists of a number of well known seaside holiday resorts. With typical energy and enthusiasm Mr. Billot is tackling the problem of establishing library service for permanent residents of about half a dozen centres and the large floating holiday population. The result could be very interesting. People who have access to first rate modern library whilst on holiday may well return to bookless Municipalities.

The Public Library of Victoria has had a partial "face-lift" recently. New administrative offices are nearly completed in the space vacated by the United States Information Library; a new mural is being painted above the main stairs, and the walls and ceiling of the Lending Library have been painted eggshell blue, which has considerably enhanced their appearance.

Victorian students are so eager this year that two series of evening Preliminary lectures have been arranged as well as a class for those sitting for Q1-3. It is hoped that Preliminary students will find the new arrangements more satisfactory than in 1953, when 95 were enrolled in one course of lectures.

#### **PUBLIC LIBRARIES SECTION**

On Wednesday, 17th March, 1954, there was a meeting of the Public Libraries Section at the Theatre, Public Library of Victoria.

Mr. Brian Fitzpatrick, General Secretary of the Australian Council for Civic Liberties, addressed a meeting of about 90 people on the subject of "Censorship."

Mr. Fitzpatrick opened with an outline of the law regarding censorship in Australia.

Commonwealth law related only to books being introduced into the country by preventing the import on grounds of obscenity or else by withholding dollars for the import of American books. Regarding American comics, many are sent as first-class mail in manuscript or micro-films and so cannot be stopped. All other legislation must be made by the States themselves but, as there is free trade between States, the only law that can be effective must agree with all States.

All States have Police Offence Acts which govern the sale to children of books and the

other articles which tend to deprave or corrupt. These laws are not enforced. New restrictive laws have been passed in S.A., C.S.W. and Queensland, and are proposed in Victoria. Why pass another existing law? Comics appear to be the object of these laws and the emphasis of "sex and slaughter" is thought to be harmful to the young.

The Acts attempt to protect literature by allowing works of literary merit and medical books. A new book is not considered as having literary merit and is thus liable to be censored.

Regarding the use and abuse of the existing Acts, Mr. Fitzpatrick mentioned the case of Robert Close, author of "Love Me Sailor." He deplored the existence of two Acts under which he could be charged—one in a Police Court and one in Criminal Court—under the Police Offences Act and under Common Law. The sentences vary, as also does the nature of trial. There should be no duality of law the choice of which is evidence of a bias.

There is a tendency to revise State law to agree with the English law of 1861. If the drive is against comics, there is a law which can be enforced which states that it is an offence to sell any matter which tends to deprave or corrupt children.

A vote of thanks was moved by Dr. A. Fabinyi and seconded by Mr. K. Ling. The meeting closed at about 12.15 p.m.

#### **SECTION FOR LIBRARY WORK WITH CHILDREN AND YOUNG PEOPLE**

##### **New South Wales Branch Conference on Co-operation between School and Children's Libraries.**

A conference on the subject of co-operation between School and Children's Libraries was arranged by the N.S.W. Branch Section and held at Sydney Teachers' College Library on 26th January, 1954.

Two sessions were held, with about 100 persons present at each one. Among those who attended were Miss J. M. Jopling, recently returned from the Detroit Public Library; Mrs. D. Riddle, organizer of School Libraries in South Australia; Mrs. M. Tuff, librarian at Perth Girls' High School; Mr. W. Eunson, of Melbourne Teachers' College; Mr. J. Braithwaite, principal of Balmain Teachers' College; and Mrs. Braithwaite. There were present also librarians and



teachers from private and departmental schools, representatives from teachers' colleges, shire, municipal, and children's libraries, the Catholic Central Library, and bookshops, also voluntary workers from children's libraries.

In the morning session addresses were delivered by Mr. N. W. Drummond, Deputy Director-General of Education, and Mr. R. McGreal, Secretary of the Library Board of N.S.W.; in the afternoon session by Mrs. M. Cotton, Children's Librarian at Randwick Municipal Library, and Mr. E. F. Webb, Librarian at Canterbury Boys' Junior High School. The first two speakers treated the subject at the administrative level. Mr. Drummond stressed the part that the school library should play in education, and showed to what extent library service was being provided within departmental schools. Mr. McGreal spoke of the development of library facilities for children through shire and municipal libraries, and pointed out some of the difficulties which affect co-operation between school and children's libraries, particularly the financial difficulty which exists when education is financed by a central State authority and libraries by local authorities.

The speaker in the afternoon session presented the subject from the angle of the practising librarian and teacher-librarian. Mrs. Cotton preferred to speak of co-operation between the teacher and the children's librarian rather than of co-operation between the school and the children's library. She showed how such personal co-operation might be achieved, and recommended that the first steps towards it be taken at the training level, with students in teachers' colleges and library schools being informed of the methods used by the other educational body. This speaker offered practical suggestions for use of the children's library in connection with school projects, and also for co-operation in the purchase of book stock.

Mr. Webb presented figures which indicated that among young readers the drift from municipal libraries begins at about 14 years of age. He suggested that a reason for this might be neglect of the adolescent reader, and failure to provide books covering the widespread interests of this older group. However, he had found that the municipal library had a great deal to offer the school library; for example, assistance in book selection,

distribution of lists on various subjects, co-operation in project work, provision of the more expensive periodicals which the school could not afford. For its part the school could stimulate and sustain interest in children's libraries; while the school librarian should train children to use books and a library catalogue. Both Mrs. Cotton and Mr. Webb emphasized the need to provide some special training for those undertaking library work with children.

During the day there were opportunities to inspect a display of current children's books on a variety of subjects and for a wide age range. The most popular part of this display was the section showing books suitable for the adolescent reader. In addition there was a separate exhibit of attractive children's books from overseas countries, which had been lent by Mr. Owen Clayton.

### JOURNALS FOR DISPOSAL

The journals listed below are available for disposal. As they are the private property of architects attached to the Department some charge will be made for them.

Anyone interested in acquiring any of these journals should apply in the first instance to the Librarian, Department of Works, 130 Creek Street, Brisbane.

#### *Architectural Record—*

1947: Mar.-June, Oct.-Dec.

1948: Jan., Feb., April, May, Aug.

1949: Jan.-June, Oct.

1950: Feb.-Dec.

1951: Jan., Feb., April-Dec.

1952: Jan.-April, June, Aug.

#### *Architectural Forum—*

1947: Feb.-Dec.

1948: Jan.-Nov.

1949: Mar., June-Aug., Oct., Dec.

1950: Feb.-June, Aug., Sept., Nov., Dec.

1951: Jan.-Dec.

1952: Jan.-Mar., May.

#### *Progressive Architecture—*

1947: June, July, Sept.-Dec.

1948: Jan.-April, June.



## Notices and News

### EXAMINATIONS

The total number of applications for the Qualifying Examination is approximately 217. Distribution by papers is as follows: two for six, 41 for four, 86 for three, 84 for two, four for one, and distribution by branches: Australian Capital Territory 14, New South Wales 87, Queensland 25, South Australia 15, Tasmania 16, Victoria 53, Western Australia 7.

Candidates are reminded that the examinations begin on Monday, 21st June. They will be advised individually by letter of their numbers, the place of examination and the timetable, but the following will be the timetable unless unforeseen circumstances require its alteration.

#### Preliminary Examination

All examinations are held from 9.30 a.m. to 12.30 p.m.

P1. Books and libraries . . . Mon., June 21.

P2. Acquisition and preparation of books. Tues., June 22.

#### Qualifying Examination

All examinations are held from 9.30 a.m. to 12.30 p.m.

Q1. Cataloguing, excluding classification and subject headings—Mon., June 21.

Q2. Classification and subject cataloguing—Tues., June 22.

Q3. Cataloguing and classification: Practical—Wed., June 23.

Q4. Provision, administration, processes and services of libraries (all alternatives A-C)—Thurs., June 24.

Q5. Provision, administration, processes and services of special libraries and information services generally (all alternatives A-I)—Fri., June 25.

Q6. History and purposes of libraries and related services—Mon., June 28.

Q7. Production, acquisition, and indexing of materials for research—Tues., June 29.

Q8. The production, publication, history and care of books—Wed., June 30.

Q9. Archives, with special references to Australia—Thurs., July 1.

Q10. Library work with children, generally, and with special reference to either Public Children's libraries and departments or School libraries—Fri., July 2.

### THE COMMONWEALTH NATIONAL LIBRARY

The Librarian, Commonwealth National Library, Canberra, invites applications from qualified librarians, who must also be university graduates, for positions of Librarian, Grade 1. Salary according to qualifications and experience within the range £818-£1,106 (including £198 cost of living); for women, £664-952, including £149. Those who are graduates only may apply for admission to Library School each March, to prepare for the Preliminary Examination of the L.A.A. in June. Successful applicants will receive £818 (£664 for women) during training.

### UNIVERSITY OF MELBOURNE

#### General Library Staff Vacancies

##### Cataloguer:

Salary range, £650-£850 p.a. Commencing salary according to qualifications and experience. Promotion to a position of Senior Cataloguer (salary range £850-£1,050 p.s.) would be available to an appointee showing marked ability.

Qualifications: A university degree and the Qualifying Certificate of the Library Association of Australia. At least three years cataloguing experience in a library of approved standard.

Applications should include full details of experience in cataloguing and classification.

##### Cataloguer.

Salary range £650-£850 p.a. Commencing salary according to qualifications and experience.

Qualifications: A university degree, preferably in Science. Cataloguing experience in a library of approved standard desirable, but not essential.

Applications in person or in writing to be addressed to Librarian, University, Carlton, N.3., Victoria.

### NEW MEMBERS

#### New South Wales Branch

*Affiliate Membership:* Geoffrey Francis Austin, Isabel Ellen Barnett, Marjorie Bell Muriel Mary Perrottet.

*Student Membership:* Elena Margaret Binns, Joyce Geake, Mary Harnett.

#### **South Australian Branch**

*Affiliate Membership:* Anna Dorothea Morrison.

#### **Victorian Branch**

*Affiliate Membership:* Michael J. C. Malone.

*Corporate Membership:* Cancer Institute Board, General Motors Holdens Ltd., City of Heidelberg, President, Councillors and Ratepayers of the Shire of Mildura, Commonwealth Research Station, C.S.I.R.O., Merbein, National Museum of Victoria.

*Professional Membership (Section 4.5):* Anthony Jarrold Brown, Dorothy E. Walker.

*Student Membership:* Paul Keresztes.

*Corresponding Corporate Membership:* University of British Columbia; Cleveland Public Library, U.S.A.; Public Library of Colombo, Ceylon; Detroit Public Library, U.S.A.; Division of Librarianship, Emory University, U.S.A.

### **SUBSCRIPTIONS**

Subscriptions are now due for 1954 and should be sent to the Honorary General Treasurer, Library Association of Australia, c/o the Public Library of N.S.W., Macquarie Street, Sydney. Remittances should be made payable to the Library Association of Australia.

Under Bye-law 3.7:—

"Subscription fees due for each year of membership or not less than six months part thereof shall be

- (a) For Professional Members, who have received in salary in the preceding year
  - (i) £1,200 and over—£4
  - (ii) from £900 to £1,199—£3
  - (iii) from £600 to £899—£2
  - (iv) under £600—£1
- (b) For Corporate Members, who have spent in the preceding year on books, periodicals and related material.
  - (i) £5,000 and over—£5
  - (ii) from £1,000 to £4,999—£2
  - (iii) under £1,000—£1
- (c) For Affiliate Members—£1
- (d) For Student Members
  - (i) of up to five years' membership—10s.

(ii) of more than five years' membership, the rates for Professional Members.

- (e) For Corresponding Members the appropriate rates under (a) to (d) with a maximum of £1
- (f) For Members over 65 years of age other than Corporate Members, and in other cases upon resolution of the Council—10s.
- (g) For Members elected as Honorary Members—nothing.

Subscriptions may be paid in advance of the year for which they are due and upon a payment of £45 in one sum or in three equal sums in three consecutive years by a Professional Member or of £15 by an Affiliate Member he shall be deemed to have paid annual subscriptions, exclusive of levies, falling due to the end of his life."

### **NOTABLE VISITORS**

A notable Fulbright visitor to the National Library, which is the Archival Authority for the Commonwealth Government, is Dr. T. R. Schellenberg, Director of Archival Management at the National Archives, Washington. About half of his time will be spent in the several States, where the State Libraries are also the Archival Authorities for their respective Governments.

Dr. Schellenberg's services have been sought at this time because of the need for expert guidance in the increased activity, both Commonwealth and State, for which the 1940 Adelaide Conference on Archives conducted by the Australian Institute of Librarians was undoubtedly in part responsible. The National Library, for example, is beginning to consolidate its archives administration programme after 10 years of work in surveying the 1,500,000 cubic feet of the records of approximately 400 agencies of the Commonwealth Government in the seven capital cities, authorising the destruction of more than 500,000 cubic feet and taking about 70,000 cubic feet into custody.

Dr. Schellenberg is a mature scholar and administrator who has written widely on historical and archival topics. He has also had wide experience in printing and photographic reproduction, including micro-photography, collaborating with Binkley in the production of the well known *Manual of Reproducing Research Materials*

After spending February and March in Canberra, Tasmania, South and Western Australia, Dr. and Mrs. Schellenberg will be in Melbourne during May, Sydney during June, and Queensland during August. In July he will conduct an advanced seminar on archives at the National Library in Canberra.

Also attached to the National Library for part of a six month's Unesco Fellowship in Australia are two Chinese students from Formosa in Audio-Visual Aids. Mr. Pao-ho Li is a teacher at Taipei First Girls' Middle School, and Mr. Tze-Nan Chow is Principal of Tzeng Wen High School, Tainan.

### COMMONWEALTH LIBRARIANSHIP

The Linderman Library of Lehigh University, Bethlehem, Pennsylvania, U.S.A., has instituted the plan of employing always one qualified librarian on the staff from the British Commonwealth. Miss Margaret M. Kennelly, a graduate of the Library School of the Public Library of New South Wales, and until her departure for the U.S., Assistant Librarian of the United States Information Service Library, Melbourne, is the first incumbent.

The purpose of the plan is to provide a means for in-service professional experience and for the interchange of ideas and outlook.

Specific provisions include the following:

1. The applicant shall hold proper certification as to professional qualifications in the country of residence: and shall be between 25 and 35 years of age; either male or female.

2. The employee becomes a regular member of the library staff who works under the same conditions of employment, including salary, as American members of similar qualifications.

3. Employment is to endure for one year, renewable for a second year upon the recommendation of the librarian of Lehigh University, and with the approval of the U.S. Immigration and Naturalization Service.

4. The employee is to perform his or her work during the first year in the Cataloguing Department of the Technical Processes Division. The time during the second year (if any) is to be divided at the ratio of 3 to 1 between the Cataloguing Department and Reference, respectively.

It is recognized that, apart from these specific duties the Commonwealth Librarian

should gain by an understanding of the general method of library operation. Therefore, a certain amount of training in both acquisitions work and administration may be expected.

5. The employee will be required to file with the librarian of Lehigh University, and with his immediate superior in the country of origin (if on leave), a detailed report of each year's work.

6. The applicant must provide his or her transportation to and from Bethlehem, Pennsylvania.

NOTE.—All applications from Australian librarians should be made, in the first instance, to the Honorary General Secretary of the Library Association of Australia.—Ed.

### THE ULTIMATE BLISS

[The letter which follows closes this subject in our columns.—Ed.]

As a result of our letter on the development of the Bliss classification published in the Library Association Record for June, 1953 (and published or summarised in various other library journals), we have received some thirty replies from librarians and others willing to subscribe to a bulletin of news, expansions, notes, etc., to be produced cheaply. It therefore seems that we have enough support to enable a start to be made.

Mr. Bliss is now an old man, and if the classification which is his main life-work is not to go the way of Cutter's "Expansive Classification" (which would be a heavy loss to librarianship) something must be done. It will be obvious from the list of libraries using the scheme which accompanied our first letter that the task of revision and expansion will fall almost entirely on libraries in the British Commonwealth and its dependent territories, though of course help from other countries will be most welcome.

No general classification has in our era ever been continuously revised and expanded for long without a permanent organisation adequately financed. We are not proposing to do this by voluntary co-operation; we are proposing to collect and distribute expansions, revisions, notes, and ideas which will be of help to users, and of enormous help when the time comes for a revised edition. Whether a revised edition is ever made will depend on evidence of use. It is thus clearly in the interest of all libraries using B.C. to provide

## ***New Books—Rare Books***

Early Australia and Pacific—Natural History—Horticulture—  
Biographies — Art — Literature — Private Presses — Limited  
Editions.

### **WE RECOMMEND THE FOLLOWING:**

**FINE BIRD BOOKS, 1700-1900**, by Sacheverell Sitwell, Handasyde Buchanan & James Fisher. A bibliographical record of two centuries of coloured plate Bird Books, with one double folding plate and fifteen single plates in full colour and twenty-four colotype plates in black and white.

In the Bibliography section there are over 400 entries and each contains full titles and sub-titles, size, date and place of publishing, number of colour plates, subsequent minor editions and, in the case of important books, names of artist and engraver and the process by which the colour plates are produced and dates of publication of plates. Standard Edition. Price, £22 (post 7/8).

**BEAUTIFUL GARDENS OF THE WORLD**, edited by Robert Jackson. Here, in sixty pages of monochrome illustrations and five four-colour plates, are the gardens of the world—gems of scenic beauty and colour from all quarters of the globe, each accompanied by a short text. Price, £3/7/- (post 2/6).

**TREASURY OF FLOWER ARRANGEMENTS**, by J. Gregory Conway. This very beautiful book will be welcomed by flower arrangers everywhere as an inexhaustible storehouse of inspiration and instruction. The author has created especially for this Treasury three hundred dazzling arrangements, of which there are one hundred in full colour. Price, £8/10/6 (post 2/6).

**THE UNKNOWN COAST**, by H. M. Cooper. This account of the explorations of Captain Matthew Flinders, R.N., along the shores of South Australia, 1802, is intended as a companion volume to the author's "French Exploration." Illustrated. Price, £2/10/- (post 1/6).

*Librarians will find our service helpful*

**N. H. SEWARD PTY. LTD.**

457L Bourke Street, Melbourne, Australia

## **DYMOCK'S BOOK ARCADE**

**Sydney's Largest Booksellers**

- ★ Enormous stocks of general literature and fiction are always open to your inspection.
- ★ Call in and browse among our large display of second-hand books.
- ★ Have your name entered on the mailing list for our free monthly catalogue.

**DYMOCK'S BOOK ARCADE LTD.**

424 George Street, Sydney

Telephone BL 3611

# THE "CONTOURA"

## PORTABLE PHOTO-COPIER

*Now Available in Australia!*



Plug Contoura into nearest electric light outlet. Place a sheet of paper over area to be copied. Place Contoura on top of paper and press switch for about five seconds. Copy is then ready for developing.

HERE is the ideal portable photo-copying machine for the librarian or research student. The Contoura photo-copier has already proved itself a great asset to students in England and America. Whenever you wish to make copies from books or documents Contoura will do the job in only a few minutes. The Contoura weighs only 8 pounds and can be carried about like an attache case. Contoura copies up to 13" x 8" page size—ample to cover all your copying needs.

*For further information, contact . . .*

*Sole Australian Agents:*

**VIZ-ED EQUIPMENT PTY. LTD. 149 Castlereagh St., Sydney**

**Telephones: M 6657, MA 9516**

## THE BOOK ARCADE HABIT

There are few things more pleasant than looking round the shelves of a good Bookshop

### AT THE ARCADE

You can indulge this habit to the full and there is no fear of your exhausting the possibilities of our stock, for however often you come you will always find something new and interesting

### EVERY WEEK

brings us NEW BOOKS from LONDON

### O.B.M.

**ODHAM, BEDDOME & MEREDITH PTY. LTD.  
THE BOOK ARCADE, HOBART**



this, and we hope that those who have so far held back will co-operate. It will be a new kind of library co-operation.

We do not see how this can be carried out in the long run without some sort of controlling body in the United Kingdom (with correspondents or committees in other lands) which would focus interest, and nominate editors for the proposed bulletin. Mr. Bliss has consented to this procedure, while being willing to give every support during his lifetime.

To get this "British Committee for the Bliss Classification" off to a good start (if our colleagues agree) it seems to us necessary to call a meeting to consider this, in conjunction with some conference likely to draw interested librarians from the whole country, and we have received tentative agreement to hold a meeting at the Manchester conference of the University and Research Section of the Library Association next April. Would this be convenient or would a special meeting in London be more suitable?

Meanwhile, the winter need not be wasted. So that the inaugural meeting may get some idea what material will be available for the bulletin, and to permit the prompt issue of the first number, if the idea is approved, one of us (D.J.C.) will be very glad to receive material to fill the "pipeline" which lies behind every periodical publication, and all letters should be sent to him.

There follows a list of corrections and additions to our first list of libraries using the B.C.

We are, Sir,

Yours truly,

D. J. CAMPBELL,

*Librarian, Institute of Cancer Research,  
Royal Cancer Hospital, London, S.W.E.*

C. B. FREEMAN,

*Librarian, Institute of Education,  
University College of Hull.*

#### United Kingdom

University of Cambridge. Dept. of Experimental Psychology.

University of London, Birkbeck College.

National Book League, London.

Petrocarbon Ltd. For "Oil refiners, Manchester," read London.

Queen's University, Belfast, which used B.C. for a reading-room collection, has dropped it on account of administrative difficulties.

Royal Academical Institute, Belfast.

Royal Air Force College, Cranwell, is reverting to D.C. owing to a change of policy.

Zoological Society, London.

Cranbrook School.

Elsfield School, Leamington Spa.

Sevenoaks School.

Worthing High School for Girls.

Thistley Hough High School, Stoke-on-Trent.

The College of the City of New York is now the City College. In spite of rumours, it is not abandoning B.C.

Royal University of Malta.

Kumasi College of Science and Technology, Gold Coast.

Nigerian College of Arts, Science and Technology. Affiliated colleges in Ibadan and Zaria.

Elementary Teacher Training College, Ibadan.

Nigera. Several secondary schools and many native reading rooms in Western Region.

Nigerian Regional Library System should read Northern Regional Library Scheme, Kaduna.

#### A SAD REFLECTION

The libraries of Australia can hardly claim to have been singled out for special attention during the recent Royal visit. As far as one can gather, not one library as such was honoured with a direct visit by either Her Majesty or His Royal Highness. Where a library did see either of our Royal guests it was almost by inadvertance; Parliamentary libraries, for instance, were seen in the course of tours of various Houses and at least one University library was visited only because its reading room happened to be a conveniently sized and sited area in which to present people to His Royal Highness.

We may take comfort in the thought that many other persons and institutions are feeling similarly neglected. In fairness, too, it should be admitted that the organising of the Royal itinerary must have been a tremendously complicated and thankless task. By an immense exercise of tolerance, we may even be prepared to admit that an afternoon at the races offered more excitement to Her Majesty than looking at libraries, even if, at the same time, we cling to our minority opinion about the relative worth of the two classes of institution to the community!

## Book Review Section

### SUPPLEMENT TO C.S.I.R.O. CATALOGUE

Librarians in general, and scientific workers in particular, will welcome the appearance of a new Supplement to the Union Catalogue of the Scientific and Technical Periodicals in the libraries of Australia. This Supplement, competently edited by Miss Adelaide Kent, continues the work of the former editor, Mr. E. R. Pitt, and lists new periodicals which began publication between January, 1946, and December, 1952. Easier reference to the spate of new titles which appeared after the end of World War II is, therefore, now possible, and it is interesting to note that the Catalogue contains 1926 separate periodicals filed in 193 libraries. The total number of entries listed is over 6,000.

The volume itself follows the appearance and pattern of the Second Edition issued in 1951; users of that publication will be familiar with the Vari-typewriter print, used again in the Supplement, and will appreciate again its versatility and clarity. A few changes in library symbols have been required, and some alterations in transliteration from languages using Cyrillic characters have been made, but generally Miss Kent has followed previous practice. The volume of 128 quarto pages is well bound in the now familiar fawn-coloured cloth of the main edition, and the C.S.I.R.O. and its editor are to be congratulated upon making this very useful reference tool available to librarians and research workers, in comparatively quick time.

Having said this, it must be added, however, that the future of such catalogues presents real problems. Dependant as they are in the first instance upon the voluntary co-operation of many differing libraries, some delays in the gathering of material inevitably occur; the variety of forms of entry submitted (in spite of clear and accepted rules) necessitates careful editing; type-setting and proof-reading of the somewhat complicated text takes much time—and of course adds greatly to the cost. Could an estimate be made of the total expenses incurred by the C.S.I.R.O. from the first issue in 1930 to the present day, it would be found to be a very large sum indeed; sales can have brought only comparatively small returns. Whether the work can be continued in this form, with entries brought right up-to-date, and methods

of publication speeded-up, is a problem for the sponsoring body and its Editorial Committee to consider very deeply. (Already another supplement of changed holdings, other than of recent journals, is required.) With increasingly important scientific work being carried on in this country, and with an ever-widening expansion of our technological requirements, it would be a tragedy indeed if the Union Catalogue could not continue to make available, to those needing them, the full resources of the scientific and technical periodicals filed in the libraries throughout Australia.

The Supplement is available through trade channels (Tait Publishing Co. as agent) at the price of £1 C. A. McC.

### AN EVEN SADDER REFLECTION

Elsewhere we have deplored the small opportunity Australian libraries were offered of showing our Royal visitors the real progress being made in library work in this country. Lest this should be taken as in any way reflecting adversely on the real interest which members of the Royal Family have always taken in our work, one should hasten to add that when the Duke of Edinburgh did honour us by his presence he impressed, as always, by his obvious interest and surprisingly detailed knowledge. It will be recalled that His Royal Highness is a recent Past President of the Library Association. It is obvious that this was yet another of the activities in which he refused to participate only in a nominal way.

One point which he appeared to find quite startling was the lack of private endowment of libraries in Australia. Speaking to one University Librarian, he obviously found it difficult to believe that, in forty years, his Library had benefited only to a total of £12,500 from this source. It gives one to think, in fact. How few major library benefactions there have been in Australia. Exclude the famous names, Mitchell, Fisher, Dixon, Barr-Smith, and so on, and what is left?

People do make money in this country, one understands, and from time to time disburse it to other than private use, but only a mere trickle is directed towards the library world. The saddest of all reflections is that this may be just a further symptom of a community apathy of which our earlier note could record another manifestation.

# New Books of Interest for the Librarian

## WHAT SHALL I READ NEXT?

Selected by F. SEYMOUR SMITH

Lists nearly 2,000 works, published since 1900, with the compiler's own appreciatory comments on selected items, of practical use to librarians as a desk-book, for answering enquiries, for serving as a check list for stock .. .. . 17/6

## EUROPEAN LITERATURE AND THE LATIN MIDDLE AGES

By ERNST ROBERT CURTIUS

Dr. Curtius' great study of the forms of mediaeval Latin Literature is now made available in English. He shows how these forms took their origin in classical literature, and how, after their mediaeval transformations, they were perpetuated in modern literature .. .. . 56/9

## BRITAIN, HER PEOPLES AND THE COMMONWEALTH

By ROBERT ECKLES & R. W. HALE JR.

A survey of English history from the beginnings of geological time to the accession of Queen Elizabeth II. It stresses the modern period and presents a solid grounding in where, why, and what the British Empire and Commonwealth have done to reach their present position in world affairs .. 64/3

## INTO SPACE

By P. E. CLEATOR

A comprehensive appraisal of the interplanetary idea, made in the light of modern knowledge and technical skills, complete with a review of the widespread activity that is now afoot to bring about the conquest of space .. .. . 25/-

## HOW TO KNOW WESTERN AUSTRALIAN WILDFLOWERS

By W. E. BLACKALL, edited by B. J. GRIEVE

Over 2,800 species are included in the 323 pages of illustrated script, together with glossary and indices of common and scientific names—30/-

# GRAHAME BOOK COMPANY

39-49 MARTIN PLACE, SYDNEY, N.S.W.

# FRIENDS and NEIGHBOURS

Australia and the World

by

R. G. CASEY

Minister for External Affairs.

This is an important book on Australia's foreign relations. Topics covered include the basic change in the Australian outlook in international affairs, the development of the Australian foreign service, Australia's relations with Britain, other members of the Commonwealth and the United States, the Korean War, the Japanese Peace Treaty, the ANZUS Pact, the Colombo Plan, the problem of Dutch New Guinea, Australia's responsibilities in the Antarctic, the pattern of Australia's overseas' trade, Australia in the scientific world, the South Pacific Commission.

The book concludes with a brilliant essay on "The Strength and Weakness of Diplomacy."

"Friends and Neighbours" is illustrated with a number of maps and carries a full index.

17/6

## CHESHIRE

BOOKSELLERS AND PUBLISHERS

338 LITTLE COLLINS STREET, MELBOURNE

Phone MU 9532